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HOW TO WRITE FOR THE PRESS

BY
E. P. DAVIES

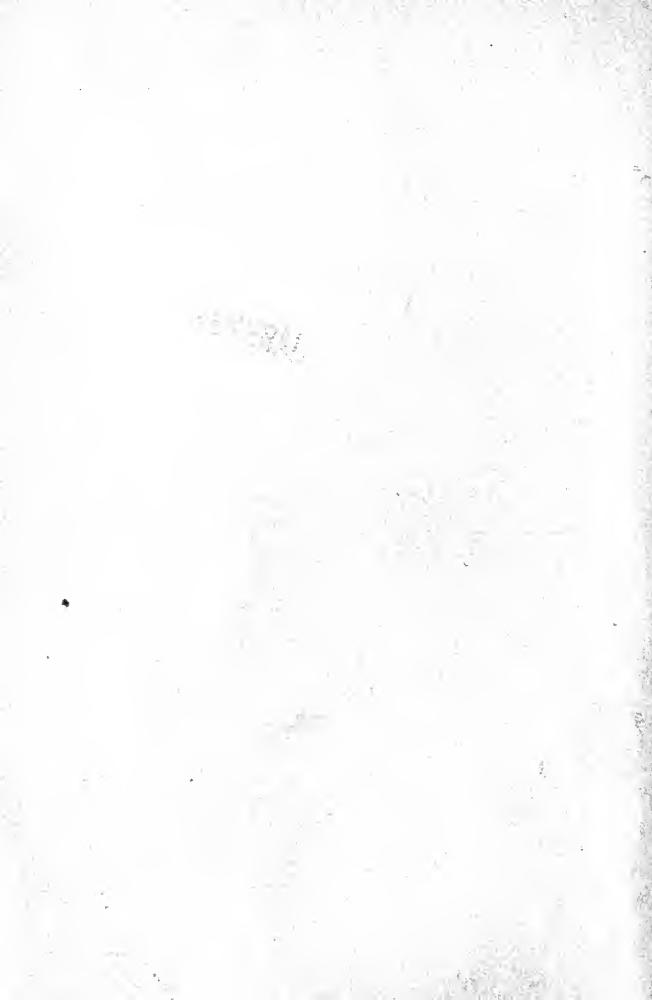
AFFORDING
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Reporting all kinds of Events

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How to Write for the Press.

AUTHOR'S FOREWORD.

THE object of this little work is to be seen in a glance at its contents, and I believe it will supply a long-felt want. The text of the work is a copy of a pocket-book gradually compiled by myself in shorthand, which I have carried in my pocket for years, steadily adding to it from time to time as experience dictated. I have on innumerable occasions found it exceedingly serviceable, especially in "hunting-up" particulars of proceedings at which I did not happen to be present. With such a book in his hand, on any occasion, it is almost impossible for a reporter, at all up to his work, to slip any important item, or omit to make any very particular inquiry in connection with the ordinary run of gatherings and events of which he is required to give an account. Whilst in the train on my way to a public gathering (as the representative of a provincial newspaper giving very full reports), I have often opened my pocket-book and entered the questions to be

asked during the day in my note-book, leaving blanks for the answers to be filled in ; and at the end of the proceedings, finding that the blanks had all been filled up, I was sure that I had obtained all the particulars I required, and that I could have missed nothing of importance.

It may be said that many of the questions are superfluous. So they may seem on the surface, and may indeed be so to the representative of a morning or evening paper, whose instructions are to only "give a few sticks" of this or that proceeding ; but the reporter for the local weekly may desire to get the fullest details, and in that case he will find every question set down useful. It must be borne in mind that the book is not written for any special class of newspaper scribes. It will probably be conceded that the information which the work imparts will prove valuable to the tyro ; but I venture to think that it may be of some advantage also even to the proficient and experienced pressman, reminding him of many things connected with the business in hand which he is likely to forget or overlook ; whilst the terms and phrases given will aid his memory by giving him the expression which, for the time being, he cannot call to recollection. Again, many of the questions given are intended, not so much with the view of obtaining direct

answers to them, as to lead the person questioned, and even the questioner himself, to think of and mention other matters, which might otherwise escape notice, connected with the proceedings under consideration.

E. P. DAVIES.

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GENERAL HINTS.

THE difficulties which beset the path of the young journalist, who has not enjoyed the advantages of a regular professional training, are neither few nor slight. Still, given certain primary qualifications and conditions, they are difficulties which may be very speedily surmounted, provided the novice is determined to achieve success in his adopted calling. The subjoined suggestions, which are based upon actual experience, are intended to supply, to some extent, the lack of preliminary instruction.

The primary qualifications of a representative of the Press may be very briefly summarised. They comprise a sound mind in a sound body ; a good English education, combined with some knowledge of, at least, the Latin and French languages ; and an active physical and mental temperament. There is need, too, for moral courage, to enable him to resist all inducements to diverge from the strict line of duty ; and, as he requires to be prompt both in decision and action, he should possess a clear judgment. "The man who has decision of character," says John Foster, "will not re-examine his conclusions with end-

less repetition, and he will not be delayed long by consulting other persons after he has ceased to consult himself." These qualities, however, are but the foundations. Without them there is little hope of success in journalism. We shall assume that the foundations have been well and faithfully laid, and proceed to consider how the superstructure of professional competency is to be raised.

The junior reporter may be placed either upon the home staff of his journal, or, which is not unfrequently the case, he may be stationed in an out-district, the whole of the news of which he is expected to glean, and to forward to the head office day by day. In the latter case his difficulties will be greater, from the fact that he has no one to instruct him, and has to be guided to a large extent by his own judgment. That judgment, unless it is aided by the counsel of one who has passed through similar experiences, is likely at times to lead the beginner astray.

One of the primary virtues which a newspaper reporter ought to possess is that of punctuality, and if this is cultivated assiduously at the outset of his career it will in time become to him a sort of second nature. Its advantages are obvious. The reporter frequently obtains information at the commencement of a meeting which cannot be had afterwards, save at the expense of a considerable amount of time and trouble ; he is able to secure a full and correct list of names, where it is necessary to give it, with, perhaps, copies of resolutions intended to be moved, and of documents

intended to be read ; and he secures the opening speeches and explanations which frequently constitute the key to the entire proceedings. He is also able to select for himself the best place for hearing and seeing at the reporters' table, if there be one, or elsewhere if that convenience be not provided.

Next to being punctual the reporter should cultivate habits of promptitude. That is to say, he should transcribe his notes or prepare his report and forward it to the office with as little delay as possible. If he is on the staff of a daily, the exigencies of his position will render promptitude in writing out and despatching his copy an absolute necessity. Where his instructions, as is commonly the case on daily newspapers nowadays, are to send his report by telephone or by telegraph, he should cultivate the habit of drafting it in shorthand while seated at the reporters' table, so that it may be in a form ready for immediate and rapid transmission as soon as the meeting terminates. Where he is connected with a weekly journal he may, with almost an entire week before him, be often tempted to postpone until to-morrow what ought to be done to-day. It is far better to work into the small hours of the morning in order to clear off an accumulation of notes, than postpone their transcription to the next day when, it is just possible, that "the unexpected will happen." As far as possible every day's task should be completed before the close of the day. Only thus will he be ready next day for any emergency that may arise.

The reporter should always bear in mind that his mission is to reproduce facts and arguments, or, perhaps more properly, statements advanced as such ; and that he is not required, save upon exceptional occasions, to express either his own opinions or those of his journal. He should, like Mr. Gradgrind in Dickens' "Hard Times," be regulated and governed by fact. Of course, in what is termed descriptive reporting, it will be necessary for him to express opinions, but they should only be such as are based upon well-ascertained facts, and should not be coloured by his own personal views—political, religious, or social. Hence the importance of cultivating a strictly judicial habit of mind.

Accuracy is an invaluable quality in a journalist. A careless and inaccurate scribe can never hope to achieve success in his calling, because the paper with which he is connected must inevitably suffer in consequence, and that very speedily ; and even if he does not soon lose his situation, as will probably be the case, his own reputation and that of his journal will fall together. He should be particular as to the correct orthography of proper names ; should be careful to ascertain the exact Christian names or initials, and the correct title or designation, if any, of every person whose speech he is recording or whom he finds it necessary to mention ; should be most scrupulously careful to get these particulars as regards all movers and seconders of resolutions ; should take down and reproduce dates and other figures with extreme care ; and should, if possible, verify

all quotations when he has any doubt as to their strict verbal fidelity to the original. So in the case of resolutions proposed, statistics quoted from blue-books, pamphlets, or other works in the hands of a speaker, and all documents read. If he can neither borrow nor copy them, and is conscious that he has got only an imperfect summary, he should content himself with reproducing it as such, in the third person, omitting everything with respect to which he is at all doubtful. Documents, however, can generally be borrowed, and this should always be done when practicable, provided they are important.

In descriptive writing the first thing to be done is to secure sufficient facts to form the skeleton or framework of the description; and the next, to take care that the description is consistent with these facts. Care should be taken to eschew the adoption of a turgid or inflated style, and, above all, the use of what are termed "penny-a-linerisms," or "newspaper common-places," should be avoided. The most effective speech or discourse is almost always couched in the simplest language; and, in like manner, the best description of any public event, whether of a festive or funereal character, produces the best impression when told in simple, homely Saxon phraseology. The phrase "Sol's effulgent rays" may seem to have a nice rolling sound about it, but most people will prefer simple "sunshine"; on principles of economy of space, which ought always to be a consideration to journalists, the simple monosyllable "church"

is much to be preferred to "sacred edifice"; and so with "hymeneal altar," "the funeral cortége," "devouring element," "the worthy host and hostess," and "the cup that cheers"—all of which terms, with many others that will readily suggest themselves, have more simple and expressive equivalents.

A descriptive report should give prominence to whatever is distinctive, significant, exceptional, or otherwise noteworthy in the speeches delivered or the performance given; it should set forth in language that is as far as possible vivid and picturesque the general features and all the special incidents of the occasion, the behaviour of performers and spectators, and if necessary, the appearance of the place in which the incidents take place. No attempt should be made to crowd the report with a multiplicity of trivial details, with the idea that it is necessary to record everything, important or unimportant, that occurred. Such a report will only bore the reader. A descriptive report should, above all things, be interesting. It should convey a good general impression of what took place, and of everything important, that occurred. A mass of minor details will spoil the picture. Bearing this in mind, the young reporter will find that the habit of detecting, selecting, and mentioning what is relevant, from among a number of irrelevancies, will grow upon him. That habit he must sedulously cultivate if he is to make a good descriptive reporter.

Where all that is required of him is a very brief

summary of a speech or of a number of speeches, he will be wise not to cumber his notebook with a verbatim note. He should take down *in the speaker's own words* the main points of the speaker's argument, his most telling observations, the statements that "bring down the house." He is there to record the purport of the addresses delivered, and to reproduce that; and in giving for the benefit of the reading public the sense of the speaker's remarks he should adhere as closely as possible to the exact words in which the speaker expresses his sentiments. Some amount of paraphrasing will, of course, be frequently essential; but even in paraphrasing there should be no departure, that is not obviously unavoidable, from the actual phraseology of a speaker.

To condense a speech of an hour's duration, a speech containing several thousands of words, and to give the pith of the speech in a score of lines containing not more than probably a couple of hundred words, is a fine art—an art that needs deliberately cultivating. The beginner must concentrate his attention on the essential things, the important things, the significant things. Practice will make him perfect in this as in other departments of his work.

He will find it necessary, in the exercise of his calling, to use a multitude of technical expressions. He must make it his business to use the right expressions and to use them correctly. He must never misuse them, as a young reporter did recently with regard to the word "libretto." He was sent to report a concert at which some

excellent vocalists performed. In his account of the proceedings he indulged, with a great show of profundity and infallibility, in some severe criticisms on what he termed the "libretto" of some of the singers' voices! Apparently he meant some quality in the voices which did not altogether please him!

It is impossible to give hints with respect to every description of work which a journalist may in the course of his professional career be called upon to perform. We propose, however, to attempt a sort of rough classification, and to throw out under each head a few suggestions for the guidance of beginners and to give a variety of information that may be of service even to those who no longer regard themselves as mere beginners.

It is intended to set forth a collection of technical expressions relating to business, sports, pastimes, and public events of various kinds, which it will be useful for the journalist to have at his fingers' ends, and to add some reminders as to the special information which he should make it his business to obtain for the purposes of framing his reports.

PUBLIC MEETINGS.

The term "public meeting" is, according to the late Lord Campbell, "a wide description, embracing all kinds of meetings, from a county meeting to a parish meeting." We cannot here go at length into the question of "What is a public meeting?" Suffice it to say,

that all meetings to which the public generally have a right of entrance, convened for lawful purposes relating to the welfare of the community at large, are understood to be public, and are, by the Newspaper Libel and Registration Act, 1881 (44 and 45 Vict., cap. 60), privileged; and fair reports of what is said at them cannot be made the ground of actions for libel. Meetings to which the reporters are admitted, but to which the general public have not the free right of entrance, are not privileged, and, therefore, newspaper conductors have to be careful in publishing statements made in them of a compromising nature. In such cases the reporter would do well to direct the special attention of the sub-editor to those portions of his report with respect to which he has any doubts. The reporter should understand exactly the value of reports of all kinds of public meetings to the newspaper which he represents, in order that he may write them out at the required length. No rule can be given as to the length of reports; the reporter must either follow his instructions, or exercise his own personal discretion in the matter. If the report is full he may render the speeches of the principal speakers (*i.e.*, those who are regarded locally as the most important, and who are, perhaps, the most influential, personages among the various orators) in the first person, and may give the remaining speeches in the third person; or he may give all the speeches in the third person. A report given in the last-mentioned form is susceptible of more compression than one in the former; and where

the speaker is neither very fluent nor very logical, and is perhaps unnecessarily verbose, the third person method admits of greater freedom of treatment. In either case the reporter should endeavour, as far as practicable, to reproduce, as it were, the speaker's personality. A full report, in the newspaper sense of the term, is not of necessity a *verbatim* one: much that is said may be no more than mere ornamental verbiage, which not only embodies no ideas, but has the effect of obscuring the sense. Much more may be mere repetition, useful for the purpose of driving an argument home to hearers who do not always appreciate its full force when it is stated for the first time, and who only can be got to grasp it thoroughly when it is repeated several times, but merely tedious to the reader who does not need repetitions. A short report should, as far as it goes, be a complete and intelligible abstract of the proceedings, showing fairly the leading points and arguments advanced on both sides. Conversational meetings, such as those of Town Councils, Boards of Guardians, Parish Councils, etc., are easily reported after the reporter has got to know the members, and has acquired some knowledge of their business. He must take care at the outset, however, not to get confused with members' names, which may result in Mr. Smith getting credit for the eloquent and most convincing orations of Mr. Jones, and *vice versa*. At all meetings of a public or semi-public character which he is called upon to report, he ought to secure a good place both for seeing and hearing.

He must on no account get behind the speakers ; he should not get too far off in front ; neither should he make himself unnecessarily conspicuous. The best place is usually near the chairman, or some official, who is able to furnish him with names, copies of resolutions, etc.

When all those taking part in a public or quasi-public meeting are strangers to a reporter, the best plan, where from any cause he is unable to ascertain the names of each speaker before the meeting commences, is to draw a rough plan of the table at which they sit, or the rows of seats which they occupy, placing a mark to represent each member and the place he occupies, and then filling in name up against the mark, by obtaining them from one or more persons present (officials, if possible) acquainted with the names.

He should be very careful to ascertain exactly how every surname that he requires to mention is spelt. As regards any individual designated "Doctor," he should find out the nature of the doctorship—whether M.D., D.Sc., D.Litt., LL.D., D.D., etc. As regards M.P.'s he should, if he is not aware of the fact, inquire the name of the constituency which the member represents, and to what political party he belongs. Members of the House of Lords are commonly referred to as Lord So-and-so, regardless of their precise title, which may be Duke, Earl, or Viscount ; the correct title should be ascertained and stated in the report. "Barons" are correctly designated "Lords." A baronet should be so described, thus : "Sir

William Jones, Bart.”; a knighthood is sufficiently indicated by the title, as “Sir William Jones.”

A member of the Cabinet should always be described by the title of his office, his name being also given. Either of the following methods may be adopted: The Right Hon. John Burns (President of the Local Government Board); or, The President of the Local Government Board (The Right Hon. John Burns).

*Expressions that may be omitted in “Full”
Reports.*

A full report gives the speaker’s words in the first person without the mere padding of his speech, the connective phrases, the words that serve to fill up pauses, and that add nothing to the meaning. The following expressions and all similar expressions, which are commonly on the lips of public speakers, may be safely left out of any report, however full; and their omission will generally be found to improve the readability and literary value of the report:—

At the begining of sentences. Now; still; well; well, then; and now, gentlemen.

Generally anywhere in a speech. However; notwithstanding; nevertheless.

I tell you, gentlemen; I venture to say; I venture to repeat; I don’t hesitate to say; I don’t hesitate to affirm.

I am bound to say; I am bound to tell you; I am bound to declare; I am bound to repeat; I am ready to affirm.

I don't mean to say that ; what I mean is ;
what I mean to say is ; what I wish to say is ;
what I want you to understand is ; what I want
you to remember is.

I maintain ; I am prepared to maintain ; I am
ready to maintain.

I think ; personally, I think ; I feel.

Let me say ; let me tell you this ; let me assure
you ; let me warn you.

Now, lastly ; in other words ; one word more,
and I have done.

*Information to be ascertained at Public
Meetings.*

By whom is the meeting convened ?

Obtain exact name of society or body under
whose auspices the gathering has been called.
Get prospectus of society, or any circular or
pamphlet giving information as to its doings, or
relating to the business of the meeting.

Is the convening society old or new ?

When was it formed ?

Is its membership large ?

What special circumstances, if any, led to the
meeting being convened ?

What is the purpose of the meeting ?

Who is the chairman ?

Is he the person announced by advertisement
or otherwise to occupy that post ?

If not, what is the reason of the absence of that
person ?

Is the chairman well-known locally

What are his chief local activities ?

Get copy of every resolution and amendment proposed.

Get full name and title or designation, if any, of every proposer or seconder.

Set out Christian name or initials of persons named in report.

If votes at meeting counted, get exact figures.

*For Descriptive Report, or Descriptive Portion
of Report.*

Were speakers optimistic, pessimistic, sanguine, indignant, humorous, genial, tedious, good orators, prosy, dreary talkers, imaginative, matter-of-fact, tame, censorious, dictatorial, dogmatic, apologetic?

Was meeting enthusiastic or apathetic, readily responsive to speakers' appeals, good-humoured, or critical?

Was the building suitable?

Could the audience hear well throughout?

Were opponents present?

In large numbers?

Were the interruptions frequent, persistent, spiteful, jocular, occasional, flippant, serious, damaging, rude, senseless?

Which speech made the most effective appeal to the audience?

Was there anything striking about the appearance of the building, the platform, the decorations, the costumes?

Was the building full, crowded, partly empty?

Was there an overflow meeting?

If so, where?

Who addressed it?

POLITICAL MEETINGS.

Most of the hints given under the heading "Public Meetings" will apply to political meetings.

Designations of Political Parties and Societies.—Liberals, Liberal Unionists, Whigs, Radicals, Conservatives, Unionists, Tories, Labour Party, Trade Unionists, Socialists, Nationalists (applied to Irish representatives).

Miscellaneous.—Nonconformist members, Free Traders, Cobdenites, Tariff Reformers, Disestablishers, Land Nationalisers, Anti-Vaccinators, Orangemen, Teetotallers, Prohibitionists, Local Vetoists, Adult Suffragists, Women Suffragists, Suffragettes, Militant Suffragists, Individualists, Free Fooders, Home Rulers, Unionist Association, Primrose League, National Liberal Federation, Independent Labour Party (*Abbreviation*, I.L.P.), Socialist League, Social Democratic Federation (*Abbreviation*, S.D.F.), Fabian Society, National Women's Social and Political Union, Women's Freedom League, National Union of Women's Suffrage Societies, Men's League for Women's Suffrage.

Useful Phrases, etc.—Election, by-election, contested election, three-cornered contest, out-voters, scattered constituency, constituents, electorate, political campaign, active political propaganda, reactionary parties, party of progress.

MEETINGS OF CORPORATIONS.

COUNTY COUNCILS, BOROUGH COUNCILS, AND
URBAN AND RURAL DISTRICT COUNCILS.

(NOTE.—These bodies are grouped together because their powers and duties are very similar, and the procedure at their meetings is practically identical.)

The collective meetings of each of these bodies are public, with a right, however, to consider any special business *in camera*, and therefore to exclude the public, and with them all representatives of the Press, while that business is being conducted.

The bulk of the work is remitted to Committees, whose reports are presented at the Corporation or Council meetings, and either partially or wholly confirmed, rejected, or referred back for reconsideration.

Names of Committees.—The customary Committees are: General Purposes Committee, Finance Committee, Education Committee, Libraries Committee, Baths Committee, Roads Committee or Roads and Lighting Committee, Sanitary Committee, Public Health Committee, Buildings Committee, Street Improvements Committee, and Pensions Committee. Where the municipality conducts public services there may be a Gas Committee, Electric Lighting Committee, Water Committee, Tramways Committee, etc.

Meetings of Committees are private, and must not be reported, except that in some boroughs the meetings of the Education Committee are

thrown open to the public, in which case it is customary to report the proceedings of that committee.

Procedure.—Minutes of previous meetings; reports of Committees read and discussed in their order; general correspondence; and motions of which notice has been given.

Information to be obtained.

Get copy of agenda.

How many members present?

What are their names?

Who is in the chair? Is chairman Mayor, an Alderman, or a Councillor?

Exact number of votes for and against every resolution.

As regards all important resolutions, who voted for and against? Set out their names in report.

If a deputation received during the meeting, what is the exact name of the body appointing the deputation, or in what circumstances was it appointed?

Of how many members did deputation consist?

Who were the spokesmen?

How long did sitting of Corporation or Council last? At what hour did proceedings conclude?

What is the exact designation of every officer consulted at the meeting, *e.g.*, Town Clerk, Borough Surveyor, Borough Engineer, Borough Accountant, Medical Officer of Health? Describe them by their official titles in report.

EDUCATION COMMITTEE.

The hints and questions under the heading "Corporations, etc." apply generally, but this Committee has Sub-Committees : usually, School Attendance Sub-Committee, School Accommodation Sub-Committee, Elementary Education Sub-Committee, Higher and Technical Education Sub-Committee, Finance Sub-Committee, Works and General Purposes Sub-Committee, Stores Sub-Committee, etc.

In report, distinguish carefully between Secondary Schools, Elementary Schools, Higher Elementary Schools, Technical Schools, Evening Continuation Classes, Commercial Classes, Polytechnics, etc.

BOARDS OF GUARDIANS.

The notes and questions under the heading "Corporations, etc." should be referred to. Boards of Guardians deal with the administration of poor relief, the maintenance of paupers, the provision of medicine, and medical relief for the sick and infirm paupers, etc. The meetings are public, and may therefore be reported. *Get agenda.*

Phrases.—Outdoor relief ; indoor relief ; temporary relief ; pauper lunatics ; infirmary ; workhouse ; casual ward ; stone-yard ; going into the house ; master and matron of workhouse ; medical officer ; overseers ; relief officers ; union (applied where two or more parishes or boroughs are united for poor-law purposes, and one Board of Guardians

serves both or all); orders of Local Government Board.

COMPANY MEETINGS.

Business meetings of Joint Stock Companies are meeting of the shareholders or of certain classes of the shareholders, and nobody who is not a shareholder is entitled to be present. The meetings are, therefore, in the strict sense of the word, private, and admission may be refused to any reporter. It often happens, however, that directors and shareholders desire to have the proceedings reported, and for that purpose invitations are issued to selected newspapers to send representatives for that purpose. The reporter should take with him the ticket of invitation received by his editor.

The same remarks apply to meetings of debenture-holders, who are not necessarily shareholders.

Information to be obtained.

What is the nature of the meeting? Is it a Statutory Meeting, the ordinary Annual General Meeting of members, an Extraordinary General Meeting, a Special Meeting, a meeting to confirm a Special Resolution passed at a previous meeting? [Be careful to describe it accurately.]

Is it a meeting summoned by the directors in the ordinary course? Was it summoned on the requisition of a committee of shareholders? or how otherwise? [Mention any special circumstance that led to its being called.]

What is the full name of the Company? [Do

not omit the final word "Limited," where that forms part of the title.]

What is the purpose of the meeting?

How many members are present? How many shares do they represent?

How many shareholders are represented by proxy? How many shares do they represent?

Who is the Chairman? What office does he hold in the Company? Who are the persons who accompany him on the platform? What offices do they hold in the Company?

How many votes are given by shareholders present, and how many by proxy, for and against any resolution or amendment put to the meeting?

Procedure.—Chairman of Board of Directors (or in his absence, the Vice-Chairman of the Board) usually presides. Notice convening meeting is read, or agreed to be taken as read. Minutes of previous meeting, where necessary, are read and put to the meeting for confirmation or rectification. At annual meetings, the report of the directors and the audited accounts are usually taken as read, having been previously circulated among the shareholders; and the chairman proposes their adoption. Another director seconds, and the report and accounts are then before the meeting for questions and discussion. If any amendment is moved and seconded it is put to the meeting. If the amendment is rejected, or if no amendment is proposed, the original motion is put to the meeting. The meeting then proceeds to fill up any vacancies in the Board of Directors, to appoint auditors, and

to transact any further business announced on the notice convening the meeting.

NOTE.—Get copy notice convening meeting, and copy of any report, accounts, or other document presented to or read at the meeting. Get also full names of all proposers, seconders, and supporters of resolutions and amendments, and an exact copy of every resolution and amendment.

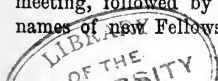
Phrases.— Ordinary shareholder, preference shareholder, deferred shareholder, holder of founders' shares, preferred ordinary shareholder; first, second, third, etc., debenture-holders; registered debentures; interim dividend; final dividend; share register; annual return to Registrar of Joint Stock Companies; issue of capital underwritten.

[Where an interim dividend has been declared or paid, or is resolved upon, notice carefully whether it is a dividend "of so much per cent." or one "at the rate of so much per cent. per annum." The practice varies very much on this point.]

MEETINGS OF LEARNED SOCIETIES.

CONFERENCES AND CONGRESSES.

The proceedings at these gatherings follow mainly on the lines of those of other public meetings, adding a few special features of their own. Ordinary meetings of learned societies usually open with the reading of the minutes of a previous meeting, followed by the announcement of the names of new Fellows or members elected by a



committee where election takes place in that way, or by the announcement of nominations that have been received for election where the meeting itself elects. Voting is usually by ballot, the chairman or the scrutineers announcing the results. A paper is read or an address is delivered. Discussion follows. The opening speaker replies. In some cases, but less frequently nowadays than was the custom formerly, a formal vote of thanks is accorded to the reader of the paper. Several papers may be read on the same evening.

At Conferences and Congresses the procedure is varied. A presidential address is customary. Papers are read and discussed; reports of committees are presented and discussed; resolutions and amendments to resolutions are proposed upon them, and duly seconded, supported, and opposed; and motions are brought forward on special subjects.

NOTES.—Get exact name of the society, federation, or other body, or exact names of all the bodies calling the Conference or Congress. If there are sectional meetings, mention the name of the section whose proceedings you are reporting. Whether your report is to extend to a column or more, or to be confined to an inch, get a sight, if possible, of every paper you are to report. Take especial care to get all technical terms accurately. Take a shorthand note of just those parts of the paper that you will require for your report, unless you have ascertained beforehand that you will be able to borrow the paper itself, and that there will be no difficulty

or delay in your obtaining it in time for the preparation of your report. Give correct designation to chairman, reader of paper, and any subsequent speaker : mention whether each of these is a Fellow or Member of the Society.

Information to be obtained.

In what year was the society founded ?

When did it hold its first Annual Conference or Congress ?

Has its Annual Conference or Congress been previously held in the same city or town as now ? If so, on how many occasions ?

When did it last meet there ?

Is the attendance above or below the average of previous gatherings ?

Are any noteworthy persons present ? Are any of them from foreign lands, the Colonies, or other distant parts ?

How many persons are present (approximately) ?

Are they all members ? or is the public largely represented ?

In what proportion are the two sexes represented ?

As regards every reader of a paper or other prominent speaker.

Is he the author of any and what book or books on the subject ?

Is any work of his on the subject well known ?

Is he in any other respect known as a specialist in the subject ?

CONFERENCES OF FRIENDLY SOCIETIES, TRADE SOCIETIES, AND SIMILAR BODIES.

The annual gatherings of these bodies, often described officially as "Annual Movable Conferences," consist usually of "delegates," so designated—these being the duly appointed representatives of local branches, district societies, or other societies or organisations affiliated to or federated with the particular body calling the Conference.

Many friendly societies are made up of local groups termed "lodges," each lodge having an official name. The particular nomenclature adopted by the society should be followed in the report.

Information to be obtained.

Get copy of agenda beforehand.

Names of president, vice-president, and a few other leading officers.

President's address.

Information as to the financial position of the order, the annual report, etc., generally to be obtained some days beforehand.

Number of lodges, branches, district societies, or affiliated or federated bodies.

Total number of delegates.

Arrangements for the week.

NOTE.—The annual report having been secured beforehand, the business is generally straightforward; and full particulars of the arrangements for the week are generally printed.

The reporter has only to be careful as to correctness, and to give his reports at the required length. Mention of a speaker's name should be followed by mention of the district, or branch, or other body which he represents, thus: Mr. H. SMITH (Birmingham); Mr. W. JONES (of the Amalgamated Society of Stonehewers).

If voting takes place, ascertain what are the voting powers of the delegates—whether they vote as individuals, having one vote apiece, or whether each one records as many votes as there are members in the lodge, branch, district, or affiliated or federated society which he represents; or whether any proportionate scheme of voting is in force. Where, as sometimes happens, a vote is taken in the first instance by a show of hands, and a subsequent vote is taken on the same question “by card,” or by representative vote, indicate the method adopted when stating the figures.

MISCELLANEOUS PUBLIC FUNCTIONS.

CHURCH AND CHAPEL OPENING.

Secure a handbill announcing the proceedings, and any printed papers that may be distributed.

Information to be obtained.

See architect, or, failing him, architect's managing clerk, or the builder, and get him to give description of the building, and particulars of its cost and style.

When was the work commenced?

Give names of architect, builder, and clerk of the works.

Name of church or chapel.

Name of denomination for which it has been built.

Is there an organ? If so, ascertain builder's name, cost, and description of it—how many manuals, stops, pedals, etc.

Particulars of any gifts of altar furniture, lectern, etc.

Has entire cost of building, etc., been subscribed?

How was the money obtained? How much of the money is in hand?

What further sum is needed?

Get names of any donors of specially large sums.

Is it a partial or complete restoration?

To what saint is the church dedicated?

Length and breadth of the church.

Subjects of the stained windows (if any).

Any memorial windows? If so, to whom are they memorials? By whom were they presented?

Names of the ministers or clergy taking part in the service.

Who preached?

Any interesting relic unearthed in digging the foundations of the old church?

How many persons is the edifice to seat?

Value of the living.

Who is the minister or incumbent?

Names of trustees, building committee, churchwardens, etc.

Names of any local magnates present.

What led to the erection?

Who gives the land?

Is he a person known for his benefactions in the neighbourhood ?

Cost of the land, etc.

What services are to be held ?

Is church free and open, or are there pew rents ?

Choir (surpliced, or not), leader, and organist.

Get particulars of the music for the day, and order of service.

Bells—how many ? Who cast them ? In what key ? etc.

Any carved scroll-work bearing texts decorating the interior ? Any other decorative features ?

Description of the seating.

Get cost of extras from clerk of the works, or minister.

NOTE.—A description of the new building is most important. If neither the architect nor builder is to be seen, the incumbent or minister may supply this, and if not he will introduce the reporter to someone who will give the information. If there are any decorations in the town or village, such as arches, etc., describe them, and ascertain who put them up.

If a long report for a weekly is needed, a sketch of the history of the church should be given. Endeavour to borrow any book on the subject. If it is impossible to obtain any work of the kind inquire of the clergyman for any information on the point.

Phrases, Terms, etc.

House of God ; house of prayer ; temple ; place of worship ; sanctuary ; sacred fane. Parts of

building and accessories : Aisle ; chancel ; choir ; transept ; nave ; vestry ; apse ; belfry ; clerestory ; gargoyles ; pulpit ; reading desk ; lectern ; altar ; communion table ; Lord's table ; tabernacle ; sacristy ; reredos ; altar rails : baptistery ; font.

FOUNDATION AND MEMORIAL STONE LAYING.

Most of the questions and hints given for Church and Chapel Opening are here applicable. In addition, note the following :

Information to be obtained.

By what time is the building to be ready for opening ?

What is to be the precise character of the building or memorial when completed ?

At what angle of the building is the "foundation" or "memorial" stone to be laid ?

If there are any decorations in the town or village in connection with the event, describe them, and ascertain who put them up.

What brought about the new erection scheme ? Who initiated it ? Give a history of the matter.

How cost intended to be defrayed ?

Amount of subscriptions received or promised to date ?

Any and what newspapers, coins, etc., put under the stone ?

Inscription on the trowel, and what are the trowel and mallet made of ?

Name of the person laying the stone.

Names of all persons of national or local eminence taking part in the ceremony.

How much money was put on the stone?

Give a full description of the ceremony.

Ascertain all you can as to the life, career, and public work of the person commemorated by the memorial.

Find out in what year or years he rendered the services specially commemorated; also the year and the town in which he died.

NOTE.—Sometimes a memorial stone is laid at each angle of the building. The principal speech is usually that of the person laying the stone. Sometimes a public luncheon follows the ceremony. The speeches will of course be fully or briefly reported, according to space at command.

UNVEILING A STATUE.

Information to be obtained.

Get full description of the monument, and names of designer, sculptor, founder, etc.

Of what material is the statue composed?

If a bronze statue, where was it cast?

Description of the site of the statue, and history of the place.

Why was the site chosen?

Total cost?

How was the money obtained?

What led the promoters to erect it?

Who was the prime mover in the matter?

Who performs the ceremony?

Take down the address (if to be read, arrange to get a copy).

History of the person whom the statue commemorates?

Inscription on the statue?

Description of pedestal?

What is the attitude of the figure, and what style of drapery or dress?

Why was the attitude so decided upon?

Does it represent him as he appeared in his latest years, or when younger?

Was the likeness taken from an oil-painting, photograph, from life, or how?

Get copy of any addresses to be read from the corporation, etc., beforehand.

If any decorations, or street demonstrations, describe them.

Names of the leading persons present at the ceremony?

Describe the arrangement of staging, platform, or daïs around the statue, for the purposes of the ceremony.

Get a description, beforehand, of the mechanical contrivance for unveiling.

Height of the monument?

Are there photos to be taken of the statue?

If so, by whom?

Is the weather propitious?

Terms, Phrases, etc.—Likeness; very image; figure; striking reproduction of features; composition; metal; drapery; pedestal; representations in relieve; bust; full length; equestrian statue; covering; wrapper; tarpaulin; drapery. Laid his hand upon the rope, held by a number of workmen, and the canvas covering dropped down, and the statue stood revealed; pulled a

string, and the covering fell amid loud cheers, and the band struck up "Auld Lang Syne."

NOTE.—It is very desirable to get description of the statue, or monument, from the designer, sculptor, or caster, beforehand; also, on the previous day, particulars of the arrangements for the demonstration and ceremony: these can be obtained from the person or persons acting for the promoters. The local daily newspaper generally publishes a full description of the statue, with information as to the reasons for its erection, before the unveiling ceremony takes place.

OPENING PUBLIC BUILDINGS.

Information to be obtained.

What is the building for?

Names of architect, builder, and clerk of the works.

Get description of the erection from the architect, particularly as to style, and any special decorative features.

Total cost?

Was the lowest tender accepted for the contract?

Number of tenders sent in?

When was the work begun?

Is it still incomplete? If so, when is it expected to be finished?

Are there any and what circumstances as to the position of the building in relation to its surroundings or to the town in which it is situated that call for special mention?

How was the site formerly used or occupied?

How did the site come into possession of the body on whose behalf the building has been erected?

What stone is used?

Who finds the money?

NOTE.—The architect and builder will generally give all the necessary information.

LAUNCHING A VESSEL.

Information to be obtained.

What is the vessel's name?

For what service?

What is she built of?

Who the designer?

Who the builder?

Who the owners?

What will her first voyage be?

Who is the captain?

Who performs the christening ceremony?

Describe the ceremony?

Names of the invited guests?

How long has the vessel been in construction?

How many tons register?

How many horse-power engines?

How many knots per hour?

Length and breadth?

Total cost?

If a man-of-war, what guns will she carry, thickness of armour-plates, belt, casemates, barbettes, etc.?

Full particulars of dimensions, such as depth of hold, displacement, etc.

What is she classed as at Lloyds?

How is she to be rigged?

Number of crew?

What will be her cargo on the first voyage?

Is she constructed on the lines of some other vessel already afloat?

How does she compare with the first ironclad?

If a passenger vessel, size of saloon, and full particulars of the fitting up for passenger accommodation, together with number of berths, how many passengers she will be registered for, etc.?

When is she expected to be completed?

What sort of weather was it at the time?

Terms, Phrases, etc.—Dry dock; slips; standing ways; sliding ways; launching gear; wooden walls; ironclad; steelclad; battleship; leviathan; sea monster; ship of the line; ram; destroyer; gunboat; armoured cruiser; wire-wound guns; quick-firers; torpedo tubes.

OPENING OF A RAILWAY.

Get from the secretary a copy of the hand-bill or circular announcing the opening, and copy of the prospectus.

Information to be obtained.

Name of the railway?

Chairman of the company and names of the directors, etc.?

Are they provisional directors (they generally are for the first year)?

Name of the secretary?

Who was the engineer, and his address?

What other lines has he laid out?

Names of the contractors?

Contract price, and total cost?

How was the money raised? What is the financial position of the company? How much has been subscribed? And how much paid up?

How do the shares, stock, or debentures stand in the market?

Have the landowners and gentlemen in the locality subscribed to any extent?

What was the most expensive part of the work—the price of land, the tunneling, or the bridges?

For the accommodation of what district is the line constructed?

What are the principal stations?

What points does it connect? Does it join other lines?

Length of the line?

Is it a single or double line?

Who inspected it, and when?

What did he recommend extra before passing the work? Was the opening delayed in consequence?

Viaducts—how many, length and height of each, of what are they constructed, and name of the locality which they are in?

What rivers or valleys do they span?

Tunnels—their length? Is there a double line through? What was the stratification—hard rock, involving much blasting, or otherwise?

Did the work include many engineering difficulties?

Depth of the deepest cutting, and where is it?

Scenery *en route* — wild, diversified, mountainous, ravines, pastoral scenes, waterfalls, fens, moors, or what?

Number of bridges on the line?

What sort of passenger coaches will be used?

How many passenger trains will run per day?

What is expected to be the main traffic on the line?

Any lives lost in the construction of the line?

How many?

Was the line constructed within the stipulated time?

Average gradient, also the heaviest gradient?

Is the line, or any part of it, an electric line?

If so, what system has been adopted for the supply of electricity as the motor-power?

Average number of carriages in the motor-trains?

What towns will the line benefit most?

What means of conveyance were there between the towns served before the opening of the line?

Who were the main promoters of the line?

Average cost of the land per acre?

Who cut the first sod, and when?

OPENING DEMONSTRATION.

Name of the person invited to perform the opening ceremony?

What time did the opening train start, and from which end of the line?

Names of the leading persons present? (A list of those invited is generally obtainable.)

Take down the speeches.

Any address, etc., presented?

Is there to be a treat to the navvies and employés, and if so, where?

Describe the scenery *en route*.

Is there to be a public luncheon?

Any decorations, bell-ringing, etc.?

Who arranged the decorations?

Any triumphal arches?

Is the weather favourable?

Do the inhabitants of the adjacent districts make a general or partial holiday of it?

NOTE.—Answers to most of the above questions, relating to the construction of the line, may be obtained from the engineer before the opening day. The engineer, contractors, and secretary of the company will, between them, afford all information; but it is very advantageous to get a copy of the prospectus. The above questions will also apply, to a great extent, to the cutting of the first sod.

INAUGURATION OF AN ELECTRIC TRAMWAY SYSTEM.

Information to be obtained.

Length of line.

What towns, districts, etc., does it link up?

Is it a municipal line? Or what company owns it?

Was it built by contract? If so, who were the contractors?

How much did it cost ?

On what system is it worked—overhead trolley, conduit, surface-contact ?

How many cars are to run ?

At what hours will service begin and cease ?

What are the fares ?

Does the track run through any picturesque scenery or pass any famous spots ?

Is it a double line throughout ? Is any part a single line with loops or passing-places ?

Are stopping-places numerous and frequent ?

What company manufactured the cars ? What is the cost per car ?

From what source is the electricity supplied ?

Are there running powers over any other system ?

Describe the opening ceremony.

Who declared the line open for public use ?

Name chief persons present at ceremony ?

Where did ceremony take place ?

Was a decorated car run ? Get particulars of decorations.

Was the town or borough *en fête* for the occasion ?

Was there a luncheon to follow the ceremony ? Give names of speakers and report the chief speeches.

ELECTRIC LIGHTING INSTALLATION.

Information to be obtained.

Name of engineer or contractor, etc.

Cost.

Number of lights.

What system ?

Size of premises to be illuminated, or length of street, etc.

How are the lamps fixed—on poles ?

How are the wires carried ?

In street lighting—how far are the lights apart ?

Of what candle-power is each lamp ?

How many stations are there, and where are they ?

How many lights is it possible to supply with present appliances ?

Comparison of the cost with gas.

Give figures.

Is the electricity generated by dynamo machines ?

How many of such machines are used ?

By whose make engines are the machines driven ?

Are they combined engines or turbines, and of how many horse-power ?

List of the principal buildings so illuminated, and the number of lights in each ?

ROYAL VISITS.

Information to be obtained.

Get a history of the town visited. State the occasion and purpose of the visit:

Get arrangements of the ceremony and copy of addresses beforehand.

When was the previous royal visit, and what was the occasion ?

List of committees, secretary, etc.

Full particulars of decorations, triumphal arches, etc.



When does the royal party arrive ?

Who in charge of the train ? Is it a special train ?

Names of those composing the royal party, and whose guests will they be ?

Arrangements at the railway station.

Civic reception.

Particulars of the Town Council's arrangements.

Addresses at railway station, or *en route*.

Popular welcome ?

At what hour did the royal train start, and what time did it arrive ?

Any cannons fired, bell-ringing, etc. ?

Street decorations.

Bands.

Guard of honour.

Troops lining the streets. Ascertain what regiments represented.

Police arrangements.

Excursions.

State of the weather.

When and how will the royal party return ?

Names of the most notable persons present.

Get particulars beforehand of the order of the procession, the ceremony, etc.

NOTE.—A description of the decorations may be obtained from the person who designed them. Other information will be given by the Town Clerk, and the persons taking the lead in getting up the demonstrations and arranging the ceremonies. Form an estimate approximately of how many thousands of spectators line the streets.

DEATHS AND FUNERALS OF PUBLIC
MEN.*Information to be obtained.*

Full name of deceased, and age.

Date and place of death, and cause of death.

Number of mourning coaches,

What sort of coffin and trimmings, and was there a shell ?

Ditto, breast-plate.

List of the mourners in each coach.

Bearers.

Clergyman.

List of complimentary carriages.

Order of procession.

Was the interment in a family vault or family burying-ground ?

If in a vault, how many coffins already in it ?
And whose bodies do they contain ?

Who officiated in the church, and at the grave-side ?

In what part of the cemetery was the interment ?

Who sent the wreaths ?

Name of undertaker.

Get particulars of the musical part of the service.

What was the anthem ?

If body cremated, where ? In whose presence ?
Describe anything special as to urn containing ashes—if family willing to make information known.

Get history of deceased.

If a public funeral, get the list of public bodies, etc., represented, and names of the most influential persons in the procession.

If a military funeral, find out who was in command, number of the firing party, and what the band played.

Had deceased been an officer, or what ?

NOTE.—Reports of funerals vary much as to length. Sometimes they are dismissed with a paragraph, and at other times a column or two is set apart for a descriptive account. In the latter case it is necessary to obtain all the information possible, and for this purpose the solicitor, doctor, and clergyman, and one or two of the deceased's local acquaintances, are sure to be able, between them, to furnish information concerning his life, what public offices he filled, how he amassed a fortune, what family he has left, whether he is related to any other local families, in what local movements he took a prominent part, his politics, etc. Interesting particulars of the deceased are often obtainable from a local history or guide book. If he is a man of title or a public man, in a national point of view, a brief biography is sure to be found in the Peerage or Baronetage Lists, "Who's Who," or "Men of the Time," which should be found at the town library, if not at the local newspaper office. Reference to the file of the newspaper may also supply some previous history of the deceased. The reporter can get all information concerning the arrangements, list of mourners, order of procession, etc., from the undertaker im-

mediately after the funeral ; so that he need not be constantly using his note-book during the ceremony, which is very unseemly, and appears unnecessarily officious. Where the family go from home after the funeral it is usual to state whither they are going.

CREMATIONS are now so common that it will be necessary in some instances for the reporter to attend at the Crematorium. In most cases, however, there will be no occasion for him to do so—a statement at the end of his report to the effect that “the body was then taken to the Crematorium for cremation” being generally ample.

SOCIAL FUNCTIONS.

DINNERS.

Prior to the dinner obtain prospectus, current programme, and last report, and any other available printed matter, as to the nature, objects, methods, and work of the society or institution giving the dinner, so as to be in a position to embody any necessary information on these points in report.

Information to be obtained.

Name and title of chairman, and of vice-chairman (if any).

Are they old members, patrons, or supporters of the society ?

Names of all influential persons or persons of local importance present.

List of all persons present, if so instructed. (Local papers often set out this information.)

How many previous dinners has the society held ?

Have they been held in the same building ?

Has the room been specially decorated for the occasion ? Describe decorations.

How are the tables arranged ?

Get menu and toast list.

Are there any peculiar (humorous or appropriate) features about this ?

Who arranged the musical programme ?

Any collection. (Usual at dinners of charitable societies.) If so, total sum collected.

At what hour did proceedings close ?

COMING OF AGE.

Information to be obtained.

Name of the residence, and full family name.

For how many days will the festivities last ?

Nature of the festivities.

Name of the son. And state whether he is the eldest or a younger son.

How many children are there ?

Any addresses to be presented. And if so, get copies of them.

Who supplied the piece of plate, or other presentation ?

Who were the guests present ?

Has family been long established in the neighbourhood ?

Is the squire a great sportsman, or identified with any leading industry in the district ?

What is the family noted for ?

Are the family very wealthy ?

What are the estates called ?

Get history of the family and estates.

Names of the presentation committee.

Any decorations. And if so, who supplied them ?

Describe the order of the proceedings, names of those who make the presentations, set out or summarize their addresses, etc.

Whose band present ?

Where was the son educated ?

What regiment does he belong to ?

Any treat to the tenantry.

What is the rent-roll ?

Any bell-ringing, cannon-firing, illuminations, etc. ?

Any holiday-making in the adjacent town ?

Any school-treats, etc ?

NOTE.—It is usual to see the agent (or failing him the father), and get from him any necessary information as to the family, and answers to some of foregoing questions. The family pedigree, etc., can often be obtained from some book of local history, or newspaper cutting. One of the most intelligent and influential of the tenants will give information as to the rent-roll if the agent will not do so.

WEDDINGS.

Information to be obtained.

Names in full of bride and bridegroom, their parents, and their residences.

Names of the bridesmaids and description of their dresses.

Name of "best man."

Is he related to bridegroom?

Names of the remainder of the bridal party.

Is it the eldest daughter, or the eldest son, on either or both sides?

When did the bridegroom arrive?

Any decorations? Who put up the arches—the tenantry, employés, or neighbours?

Any public dinner, distribution to the poor, roasting of a fat ox, etc.?

What makes the wedding so popular?

Any presentation by the tenantry?

Was the church full?

Was the church decorated?

Names of any distinguished persons in the congregation, and of those who afterwards "stepped forward and offered their congratulations."

Any wedding favours worn?

Name of the church or chapel where the ceremony takes place.

Order in which the bridal party arrived at the church, and number of carriages.

Keep a copy of the menu.

Any congratulatory telegrams?

Who led the bride to the altar?

What did the bride wear?

Did she wear any jewels, the gift of the bridegroom?

Of what was the bouquet composed?

Who were the bridesmaids, and how were they dressed?

What relation were the bridesmaids to the bride and bridegroom?

Who were the officiating clergymen? and were any of them related to the bride or bridegroom?

Who gave the bride away?

Who signed the Register as witnesses?

Order of procession from the church? State of the weather?

Any public demonstration outside the church?

Any cannons fired, bells rung, bands out, etc.?

Where was the wedding breakfast or reception, and who were present?

Who supplied the cake, and what design was it?

Who proposed the health of the bride and bridegroom at the breakfast or reception?

Where are the married couple to spend the honeymoon, and by what train did they leave?

Did anybody accompany the bridal party on their tour?

Describe the bride's travelling dress.

Where do they intend to reside, and when are they expected to return?

List of wedding presents, giving the names of the donors, and describing the most important gifts.

Terms, etc.—Wedding; nuptials; the ceremony; rite; ordinance; toilettes; dress; beautiful "confection"; travelling costumes; betrothed; fiancée.

Music:—*Mendelssohn's* "Wedding March"; *Guilmant's* "March Triumphale"; The "Bridal March," from *Lohengrin*; a voluntary, or offertoire, is generally played as the bridal procession proceeds up the aisle, and, "The Voice that breathed o'er Eden" is frequently sung.

Public demonstration :— Pomp ; flourish of trumpets ; *feu de joie* ; pageant ; fête ; red-letter day ; triumphal arch ; old slipper ; inevitable rice ; coloured confetti ; shower-bouquet ; bonfire ; salute ; salvo of artillery ; to celebrate ; to signalize ; to do honour to ; held high holiday ; made quite a festive day in the locality ; a day which will long be remembered ; the joyous event ; bride and bridegroom ; the bridal party ; the newly-married couple ; Mr. and Mrs. — ; the happy pair ; contracting parties, etc.

NOTE.—If no particulars have been obtained beforehand, the reporter has generally to gather them as best he can during the proceedings. After the wedding breakfast or reception is over, and the bridal party have left for the railway station, the facts required can generally be obtained at the house of the bride's parents. The clergyman and other friends of the family can also be "interviewed" with advantage ; but a reporter should take care never to enact the part of a "Paul Pry," peering into company and places where his presence is not wanted. If a wedding takes place, and the family has intimated a wish that, except as to the ceremony in church, the affair should be treated as strictly private, the reporter will, of course, scrupulously respect their wishes. The bride's presents may have been both costly and numerous ; the decorations of the breakfast table may be arranged with rare taste and skill ; and many pretty things may be said by the gentleman entrusted with the duty of proposing the health of the bride and

bridegroom ; but with these matters the reporter has nothing to do where the family desire that the facts shall not be made public. If he is present, he will regard himself as a guest, and not as a person entitled to avail himself of the circumstance to gratify the curiosity of inquisitive readers. No person worthy to be a member of a self-respecting profession will make public any piece of information imparted to him confidentially or any fact of which he becomes aware in the character of a private guest.

BALLS.

Information to be obtained.

Name of the hotel, hall, or building where the ball is held, and proprietor's name.

Get programme of the music.

List of stewards (generally printed on the programme).

Whose band, and names of conductor and leader ?

What is the ball called—a Hunt Ball, Masonic Ball, or what ?

Get the names of those present.

Get description of the decorations before the ball is opened.

Any flowers or other decorations sent by members ?

Any gas or electrical devices ?

How was the ball-room illuminated ?

Is it an annual ball ?

At what hours did dancing begin and end ?

See the supper room and describe it. It is unusual to give the menu.

Who led off the dancing?

What style of costume, if a full-dress ball, was most worn?

If a fancy dress ball, get list of the persons or characters impersonated.

Describe a few of the most striking costumes, or if report is short, mention them.

Which was the most popular dance of the evening?

Mention any specially famous or popular dance music performed.

NOTE. — Notice the decorations, especially where a descriptive report is required. At a Hunt Ball there may be, in addition to the floral decorations, foxes' masks, specimens of Master Reynard, antlers, brushes, pads, and other trophies of the chase hung round the room. Portraits, trophies of flags, conifers, exotic shrubs, and green-house plants, ibex' heads, steel sets, elks' heads; hunting horns, hunting whips, crops, etc., may be among the decorations. To get the names of those present, and the costumes, the reporter has only to see the admission cards as they are given in. At a fancy dress ball the costumes and characters are written on the admission cards, as well as the name of the wearer. If no plan of this sort is adopted, it is necessary to make an arrangement with the ticket collector at the door, to ask each guest his or her name, and, if a fancy dress ball, the style of the costume and the name of the character

assumed. The report, especially of a fancy dress ball, may be "padded out" to any length by dwelling on the characters represented. Thus:—"Classical history and mythology contributed readily recognisable figures; the drama lent Hamlet, Ophelia, Shylock, and Mephistopheles; modern opera supplied a picturesque Carmen, a rugged Wotan, an impressive Lohengrin, a striking Siegfried," etc., etc. If a full dress ball, mention what style of costume seemed to be the favourite, who was regarded as the belle of the ballroom, etc.

BAZAARS.

Obtain printed circular.

Information to be obtained.

What is the bazaar in aid of? How much money is needed for the project, and how much in hand?

If for church or chapel fund, give the leading particulars. (See Church and Chapel Opening.)

Is the work of building begun?

Who opens the bazaar?

For how many days is the bazaar opened?

Take down the opening speech.

Programme of vocal or instrumental music, recitations, etc.

Who will assist in the half-hour concerts, etc.?

Decorations.

Name of the building in which the bazaar is held.

Names of organizers.

Was there a large attendance?

The stalls, number of them, and description.

Any novel features?

Names of ladies presiding at each stall, and their assistants.

Any valuable article or articles sent to the bazaar? Any distinguished donors?

Principal visitors present.

What will be done with the surplus stock?

Total amount realised each day.

Who managed the waxwork and art exhibitions, "meal-tub," "peep-show," "weighing-horse," fruit-stalls, electric battery, etc.?

NOTE.—The minister or secretary will gladly give the required information, or introduce the reporter to some one who will. The ladies presiding at the various stalls will readily give a proper description of the articles, if asked at a convenient time, *i.e.*, when they are not busy with customers. They will also give the names of the costumes, etc. Particulars of the musical arrangements are important.

CLUB ANNIVERSARIES.

See the secretary or chief officer for information, and get a copy of the printed programme or handbill, if there is one.

Information to be obtained.

Name of the lodge, together with the order or unity.

How long established?

Officers.

Number of the anniversary.

Particulars of flags, emblematical banners, etc., carried.

Names of officers in regalia.

Whose band?

Route of procession.

Name of the inn where the anniversary takes place.

Any sports?

At the dinner—who presided, and supported the chair? (Local papers usually give the names of all present at the dinner.)

Toast list.

Speeches.

Terms. — In Forestry :— Court (not club) ; Ancient Order of Foresters ; district ; high court ; chief ranger ; sub chief ranger : woodwards ; indoor beadle ; outdoor beadle. In processions :— Robin Hood (chief ranger) ; Friar Tuck ; Will Scarlett ; Little John ; Allan-y-dale ; Gurth, the swineherd ; Wamba, the jester ; Maid Marian ; and beadles. All wearing emblematical sashes (green) and stars ; carrying axes, bows and arrows, and clubs.

Oddfellows and Shepherds, and most other Friendly Societies :—Lodge ; order ; unity ; secretary ; treasurer ; worshipful master ; deputy-worshipful master ; provincial grand master, etc.

Shepherd's regalia :—crooks, banners, dispensation scarves, live sheep and goat.

General Synonyms. — Club, society, lodge ; court, brotherhood ; body of men ; unity, fraternity ; institution ; association of working men.

NOTE.—It is generally sufficient for the reporter to attend at the dinner, where all necessary information may be gained.

CONVERSAZIONE.

Information to be obtained.

Object of the conversazione.

Name of the president.

Who presided at the tables ?

Names of the leading persons present.

Programme of the musical portion, and names of performers.

Describe decorations and principal objects exhibited.

Which exhibits were the rarest, and which were the most popular? Who exhibited these?

Who supplied the decorations and the refreshments ?

Was there a good attendance ?

When did the proceedings close ?

Who lent the musical instruments, etc. ?

Amount realised.

GARDEN PARTIES.

These agreeable functions are nowadays often of a public or quasi-public character, and invitations are extended to the press. Frequently the parties serve as means of bringing together local supporters of one side in politics, and speeches form part of the programme, and will of course be reported.

Information to be obtained.

Name of host and of his residence.

In connection with what society, if any, was the garden party arranged? If for any special purpose (*e.g.*, to introduce a Parliamentary candidate to his prospective constituents) mention the fact.

Names of principal guests.

If they were "received" by any prominent or well-known personages, name the latter.

What band, if any, is present?

What games, etc., are provided? Are they extensively patronised by the guests?

Where are the refreshments served? In marquee on lawn? Who preside at the refreshment tables?

What special part of the garden is allotted to the speechmaking?

Was the attendance large?

Phrases, etc.—Trim lawns; charming flowerbeds; gravelled paths; picturesque surroundings; vistas of greenery; animated scene; brilliant costumes; feast of colour.

MASONIC GATHERINGS.

Particulars of installation ceremonies are obtainable from the secretary.

Information to be obtained.

Name of the worshipful master (or higher officer elected), and his residence.

Whom does he succeed in the office?

Who performed the ceremony of installation?

Was there a large attendance of brethren ?

Names of officers present.

List of those selected by the " W. M. elect " as his officers for the year.

Name of the lodge.

Is it a lodge of " Mark " Masons, or what ?

Is there a banquet ? and if so, are the speeches to be reported, or is the room to be " tiled " ?

Where is the banquet held ?

Who presides ?

Names of chief persons present, and total number of the guests.

NOTES.—As to Masonic balls, the only additional questions to be asked to those given under the head of " Balls " are—What is the ball got up for ? What are the profits to be devoted to ? Give names, or official numbers, of lodges represented. To what lodge do the brethren who took the initiative belong ?

Care must be taken to ascertain and to reproduce in the report the exact masonic titles of all persons named. These are numerous, and include such titles as Worshipful Grand Master, Past Grand Master, Provincial Grand Master, Grand Warden, Past Grand Warden, Grand Treasurer, Past Grand Treasurer, Past Grand Officer, etc. A meeting is a Lodge, or a Grand Lodge. The reporter will hear also of Craft Masonry, the Royal Arch, and the Mark Degree.

Important masonic institutions are : the Royal Masonic Benevolent Institution for Aged Freemasons and Widows of Freemasons ; Royal

Masonic Institution for Boys (at Bushey) ; Royal Masonic Institution for Girls (at Battersea).

Terms, etc.—The craft ; the order ; initiates of the craft ; brethren of the craft ; seeking election to the purple (said of candidates for office) ; chapter ; new lodge (or new chapter) on the rolls ; masonry ; freemasonry ; the fraternity ; regalia ; ritual.

LEGAL PROCEEDINGS.

Reports of the proceedings in our Criminal and Law Courts take up a considerable amount of space in the news columns of most daily and weekly journals. One of the first duties which the junior reporter is required to discharge is attendance at the local Court of Petty Sessions. If, as is the case in the Metropolitan Police Districts, and the principal provincial towns, the Court is presided over by a Stipendiary Magistrate, he will soon acquire a pretty good idea of the mode in which criminal justice should be summarily administered. In Courts where the law is administered by amateur J.P.'s, who have themselves had no legal training, the "clerk" is now usually a professional man, of whose legal knowledge the justices avail themselves ; and the sad travesties of "justice," so called, formerly too often witnessed—travesties which sometimes tempted the reporter to insert in his report unfavourable opinions as to the vagaries of local "Shallows" and "Dogberries"—are fortunately rare. The reporter should, however, remember in all instances that it is not his duty to criticise

the proceedings, or to sit in judgment on the justices ; his mission is to give a fair report of the cases that come before the Court, following his instructions or the rule adopted by the conductors of his journal as to length, mode of treatment, etc. He should in writing out, which he may do on ordinary occasions while the business is in progress, head each case with an appropriate title, taking care that it is one which the evidence will justify ; because, though fair reports of cases heard in courts of law are privileged, headings are not, and may be made the ground of actions for libel. If in any Police Court proceedings a prisoner is committed for trial at Sessions or Assizes, it is neither safe nor just to give the case a heading which implies that the prisoner is guilty. The magistrates, by committing a prisoner, do not say that he or she is guilty ; all that they affirm is that, in their opinion, there is a *prima facie* case to go before a jury. Any expression, either in the heading or in any comments or summarised portion of the report, which is calculated to convey that, in the opinion of the writer, the accused person is guilty of the offence with which he is charged, should be carefully avoided. The judicious employment of the word "alleged" in this connection is desirable, though the excessive use of that word is to be deprecated. Where, for instance, it is clear that a burglary has taken place, there is no need to prefix the adjective "alleged" to the mention of the fact ; but any persons charged with having committed the

burglary are "alleged burglars" until they have been actually found guilty.

Where the court sits as a Court of Summary Jurisdiction, the magistrates "try" the cases before them, and either discharge the person accused, sentence him to a term of imprisonment, impose a fine (with or without a term of imprisonment in default of payment), or bind him over on terms to come up thereafter for judgment if required.

Whether the report is a long or a short one, the case on both sides should be fairly stated, care being taken to avoid confusion or ambiguity consequent upon the too free use of the personal pronoun. Cases frequently come before magisterial courts in connection with which a good deal of evidence is given that, to use a newspaper common-place, is "totally unfit for publication." Some reporters give such evidence at considerable length, leaving the responsibility of omission with the sub-editor. This is unwise, because if the sub-editor is busy that part of the report may escape his notice, at least until it gets into proof; besides, the reporter ought to have sufficient judgment to guide him in such cases.

He will now and again be solicited by interested parties to omit or modify reports of certain cases, for there are still persons who believe that representatives of the Press can be bribed. To all such requests he will, of course, turn a deaf ear; and should anyone insult him by the offer of a "consideration" if he will do certain things, he will reject the offer in such a way as to show that

he regards the proffered bribe as an insult both to himself personally and to his profession.

POLICE COURTS AND PETTY SESSIONS.

Information to be obtained.

Get names of sitting justices or name of stipendiary, as the case may be.

Nature of the charge.

Name, age, and occupation of the accused.

It is preferable to refer to the person charged with an offence as "the accused" rather than as "the prisoner," or even "the defendant." The latter term is more strictly applicable in civil proceedings.

Name and address of complainant.

By whom was the prosecution instituted?

When by a private person rather than by the police, that person may be described as "the prosecutor."

Was accused brought upon summons or warrant?

If on warrant, was the latter issued on a sworn "information," and by whom was the information sworn to?

Names of counsel or solicitors for prosecutor and accused respectively.

State sentence accurately.

Where accused is committed for trial, state whether bail allowed, and in what sum?

Ascertain whether sureties forthcoming.

Where a fine is imposed, ascertain whether it is paid, or whether accused elects to go to gaol.

If accused is remanded, ascertain the exact date on which he is to be again brought up.

HIGH COURT TRIALS.

THE SUPREME COURT OF JUDICATURE has two sections: The COURT OF APPEAL and the HIGH COURT OF JUSTICE. The Lord Chancellor sometimes sits in the Court of Appeal; the Master of the Rolls always sits in that Court. The other judges who sit to hear appeals are designated Lords Justices. Three judges usually sit on the bench in the Appeal Court. An appeal heard in that Court should be described as heard "before the Master of the Rolls and Lords Justices Smith and Wilson," or "before Lords Justices A., B., and C.," as the case may be. The names will be found on the Daily Cause List, exhibited in the corridor and also inside the Court. If in doubt as to the identity of each, style them in notes, when reporting their individual utterances, as A., B., and C. At the first opportunity ascertain which is which. In reporting an Appeal, always state the name of the judge whose decision is appealed against. The information appears on the Daily Cause List.

THE HIGH COURT OF JUSTICE has three divisions, which sit separately, the Chancery Division, the King's Bench Division, and the Probate, Divorce, and Admiralty Division.

The Lord Chief Justice usually sits in the High Court, and is properly designated by his title and not by his name. The other judges are referred to by name, each of them taking the prefix, "Mr. Justice"—*e.g.*, "Mr. Justice Pickford." A Divisional Court usually consists of two judges.

Otherwise a High Court trial is presided over by one judge alone. The chief judge of the Probate, Divorce, and Admiralty Division is designated the "President" of that Division.

In the CHANCERY DIVISION, actions are tried with or without witnesses ; in the former case on affidavit evidence. Cases are also brought on as "Short Causes" ; others are heard on "Further Consideration," after inquiries have been conducted "in Chambers," the result of the inquiries being set forth in a "Master's Certificate." There are, in addition, hearings of applications made by Originating Summons, a modern expeditious method of determining questions of various kinds, and by Petition, a method applicable in certain instances. And the hearings in Court include Motions and Adjourned Summonses, both of them interlocutory applications. Care must be taken to describe the nature of the hearing accurately. Considerable carelessness is sometimes exhibited in this respect, motions and other interlocutory applications being described as if they were "trials." The proper designation may always be ascertained from the printed Daily Cause List.

In the KING'S BENCH DIVISION trials take place—(1) before a Judge without a jury ; (2) before a Judge and a Special Jury ; (3) before a Judge and a Common Jury. The names of the jurors are not reported.

Where a full report is desired of any specific case, the reporter should be in Court before the hearing, and should borrow from the plaintiff's

solicitor or his clerk a copy of the pleadings in which the nature of the claim and of the defence is set forth, and should ascertain the names of all the counsel engaged for the parties. K.C.'s (who should always be so designated) occupy the first row of seats facing the judge, junior counsel sitting in the seats immediately behind.

When a witness gives evidence he is first "examined" by counsel for the party whose case he is there to support: this is termed his "examination in chief." He is next "cross-examined" by counsel for the opposing party. Afterwards he may be "re-examined" by the counsel who first examined him.

Where there is a jury, the Judge decides questions of law, and the jury questions of fact. At the conclusion of the evidence, and after counsel have addressed the Court, the Judge "sums up," and directs the jury as to the questions they are to determine, sometimes addressing to them a string of numbered questions, all of which, with their numbers, should be taken down very carefully by the reporter. The jury's decision is termed their "verdict"; and after it is announced, the judge either gives or reserves judgment. The judgment may be merely an embodiment of the verdict of the jury, or it may be a decision turning entirely on a question of law.

Sometimes a discussion as to costs follows the giving of the verdict; and when judgment is pronounced there may be an application to "stay execution" (*i.e.*, to postpone for a specified time the right of the successful party to enforce his

judgment by seizing and selling the goods of the unsuccessful party) pending an appeal. Where such an application is made, the report should state whether it is granted (and if on terms, what the terms are) or refused.

Some Legal Terms and Phrases.

Designations of parties : (usually) plaintiff and defendant ; (occasionally) third party. (Where proceedings commenced by petition) petitioner, respondent, (and in Divorce Court) co-respondent, party intervening. (In cases of *ex parte* applications) applicant.

High Court proceedings are commenced by writ, originating summons, petition, citation, mandamus.

Pleadings consist of Statement of Claim, Defence and Reply (written documents delivered before the trial).

An application to the Court is described as "an *ex parte* application," when it is made by one party without previous notice to the other. *Ex parte* applications are usually one or other of the following : Motion for injunction, for appointment of receiver, etc. (in urgent cases) ; applications for *Rule Nisi* (e.g., for issue of mandamus). A *Rule Nisi* is an order that certain steps shall be taken unless the party ordered to take them can on a subsequent hearing satisfy the Court that those steps should not be taken. If the Court, after hearing both parties, confirms the *Rule Nisi* it "makes the rule absolute."

In divorce proceedings a successful petitioner

obtains a "Decree Nisi," which is confirmed and becomes a "Decree Absolute" six months later, unless in the meantime proceedings are taken by the King's Proctor to set it aside.

An **AFFIDAVIT** is a written statement of facts sworn to by the person making it.

INTERROGATORIES are written questions addressed by one party (with the sanction of the Court) to the other party, with the object of eliciting information generally as to statements made in the pleadings. **ANSWERS TO INTERROGATORIES** are written and sworn to.

Proceedings originally commenced in other Courts and tried in the High Court are removed to that Court by "*Writ of Certiorari*," a term which the reporter will hear used in such cases.

QUARTER SESSIONS.

Information to be obtained.

In county business :—

Get name of the chairman, deputy chairman, and other magistrates present, arranging them according to their position and importance.

Is it in the shire hall, town hall, or what ?

Get agenda.

Get copies of all the printed reports.

Arrange with another reporter to manifold together the unprinted reports.

Give the number of prisoners for trial on the morrow. This can be got from the chief constable, or the governor of the gaol.

In criminal business:—

Get name of Recorder in county boroughs, or of chairman at County Quarter Sessions.

Get a calendar from the governor, or deputy governor, who is generally in or about the dock, at the earliest possible moment.

Be present to get the charge to the grand jury.

Give list of grand jury, mentioning the foreman. Take their names down as they are called out to be sworn.

NOTES.—The crier of the court is generally an old official, who will give the names of all the magistrates present, as they come in. If the list is not completed by the time the business is over, the correct list of all present can be obtained from the Clerk of the Peace's minute book, and it is well to compare the list obtained with those on the minute book in any case if practicable. On provincial papers it is usual, in criminal cases, to give the name of the locality where the offence was committed in the sidehead, as well as the name of the offence, thus:—DERBY.—FEROCIOUS ASSAULT.

In County Boroughs the Recorder *tries* the criminal cases. Often the Mayor and some of the Aldermen sit with him on the bench, but they take no part in the proceedings. The Recorder is usually, but not invariably a K.C., and when entitled to that designation, should be so described.

In the criminal business, if the addresses of the grand jurymen are needed, the crier of the court, who calls them, will readily lend "the Press"

the list if he is asked. A reporter should be careful not to write out longer reports of Quarter Sessions cases than they are worth to the paper he represents. Such cases (unless they are of more than ordinary interest) will bear a great deal of condensation, and will read all the better for it.

The charge given to the Grand Jury, embodying as it does the leading features of the Calendar, is usually reported at considerable length ; but so far as ordinary cases are concerned the reports are mostly very short. The charge requires to be carefully taken down, especially when there is a case in the Calendar of public importance, to which the Recorder or the learned chairman fully alludes. The magistrates attending at Quarter Sessions devote one day, or such portion of it as is necessary, to the transaction of County business, when certain reports are read and discussed. Appeals also often take up a certain portion of time. The reporter will be guided by his instructions as to the length of his report, but he should always bear in mind that what the public want may be comprised under the head of facts and arguments, and that all superfluities ought to be omitted.

For a daily, both the criminal and appeal cases should be written out as they proceed. Evidence can be generally taken in longhand, except where it is desirable, or where the reporter is required, to present it in the form of question and answer, when shorthand will have to be resorted to. The substance of the speeches of counsel can in many cases be sufficiently taken down in longhand ; and

the reporter will find it save his time and labour very materially to cultivate the capacity to write a good summary ready for the printer as the speeches proceed. If, in important cases, the speeches or summings-up are wanted fully, they must be added at the close of the day, unless an extra reporter is employed for the purpose. The charge to the grand jury may be written out during the time the grand jury are in their retiring room, before they bring in the first "true bill" to enable the criminal business to proceed. When there are two courts, reporters often arrange to interchange "copy" by manifolding.

ASSIZES.

At Assizes (except those which are merely jail deliveries) two courts sit simultaneously, in separate rooms, each presided over by a Judge. One (the Crown Court) deals with criminal charges; and the other (the Nisi Prius Court) with civil cases, which are, in fact, High Court cases. Usually two reporters go from each newspaper office to Assizes; but when such is not the case, arrangements must be made with the representative of another paper, similarly situated, to do one of the courts; the two exchanging either manifold copies or proofs of their reports.

Information to be obtained.

Who are the judges?

When did they arrive, and from what town did they come?

Who met them at the railway station, and where were they escorted to ?

Was the commission opened the same afternoon, and did the judge or judges attend church ?

What church did they attend ?

Name of the sheriff.

Under-sheriff.

Name of the sheriff's chaplain.

Was there a sheriff's ordinary, and if so, when, and where, and who was present, and who presided ?

Speeches at the " Ordinary."

NOTE. — The instructions given as to the criminal business at Quarter Sessions apply to Assizes. Sometimes a reporter on a local weekly has to give an epitome of the chaplain's sermon, and fully report the speeches at the luncheon. In the Nisi Prius Court the list of causes is obtainable from the court bailiff or the associate, and also the list of any special jury, should it be required. The particulars in all actions are fully stated by counsel in opening the pleadings, and stating the case to the judge and jury. See also the notes under the headings " Police Courts and Petty Sessions," " High Court Trials," and " Quarter Sessions."

COUNTY COURTS.

The jurisdiction of the County Court is now-a-days very extensive ; almost every kind of business that may be transacted by the various divisions of the High Court, can, subject to

certain limits as to amount, etc., be taken by the local County Court. For the most part, however, they are used as courts for the recovery of small debts. But important cases sometimes come before them, and need very careful reporting.

Usually two Courts sit simultaneously. One of them is presided over by the judge, who hears all important cases and all other cases in which the parties are not willing to accept the decision of the Registrar. The second court is presided over by the Registrar, who (by consent of the parties) tries most of the small and comparatively unimportant cases. Occasionally, but not frequently, a jury sit in the judge's court.

The proper designation of the judge is "Judge Smith" (or whatever his name may be). Note that this title is never preceded by "Mr."

Actions are tried in much the same way as in the High Court, except that, as a rule, less formality is observed, and the business is conducted with more expedition. In many instances plaintiff and defendant conduct their own cases without legal assistance. Where such assistance is secured, solicitors generally address the courts. Where counsel is engaged, it is usual on local papers to give, in addition to his name, the name of the solicitor who instructs him.

Great care is usually required in note-taking, as legal arguments are often largely interspersed with references to matters of fact. The first thing to be aimed at is to obtain a correct statement of the case, and a clear understanding of its

merits. Local bankruptcy matters come under the jurisdiction of the County Courts, and the reporter may find himself called upon to attend bankruptcy examinations ; but these examinations may be very easily reported, in most cases, provided care is taken with respect to disputed items in the statement, questions of account, and the like.

NOTE.—The terms employed in County Court procedure are substantially the same as those employed in the High Court. Actions, however, are not commenced by writ. They commence, as a rule, with a “Plaint”; and the document corresponding in the County Court, with the High Court writ, is termed a “Plaint Note.”

LICENSING MEETINGS.

These are sittings of a quasi-judicial character for hearing and determining applications for new licences, the renewal of old licences, the transfer of existing licences, etc.

Information to be obtained.

Names of licensing justices, or members of licensing committee, present.

Is application for off licence, full licence, licence to sell wines and spirits only, licence to sell beer in bottles only, or six-day licence ?

Is application made on behalf of or supported by brewers ? If so, name them.

Any objections by police ?

How many persons signed petitions in support or in opposition ?

CORONER'S COURT.

Inquests may be held in any building, but in many boroughs special Courts are now provided, known as Coroner's Courts. The Coroner is assisted by a jury. In important cases counsel appear on behalf of persons concerned, and examine and cross-examine witnesses as in a Court of Law. In most cases a very brief summary of the evidence is all that is required. Any important points in the Coroner's address to the jury should be noted.

Information to be obtained.

Where and when was the inquest held ?

Name of Coroner.

Name of deceased, age, when did he (or she) die ; his (or her) occupation ?

Foreman of the jury.

Where was the body lying ?

Did jury view the body ?

What relatives were present ?

Names of witnesses examined.

Did a doctor give evidence ?

Is he a specialist with regard to the complaint of which the deceased is alleged to have died ?

Were there any, and what suspicious circumstances connected with the death ?

Was there a post mortem ?

Who conducted it ?

Circumstances of the case.

Verdict.

When is the funeral ?

Where is the body to be buried ?

NOTE.—Representatives of the press have not, strictly speaking, any right to be present at an Inquest, which is not a trial, but is merely an inquiry held as directed by law, to ascertain and certify the cause of death in certain cases. It is usual nowadays to admit reporters, but occasions arise when the Coroner, acting in his discretion, decides to exclude them. Where this occurs the reporter is not entitled to take up the attitude of “insisting” on admission. He must either dispense with a report, or frame one from information obtained from some person or persons actually present.

REVISING BARRISTER'S COURT.

The Revising Barrister sits periodically to hear and adjudicate upon (*a*) claims made by persons whose names are not upon the local list of electors claiming to have their names placed on the list, and (*b*) objections either to those claims being granted, or to certain names still on the list being retained there. The proceedings before him receive considerable attention at the hands of the local press, as the applications and the objections dealt with are mainly of a party character ; and the resulting revision of the list may very materially swell the number of voters belonging to one side in politics.

Information to be obtained.

Name of the revising barrister.

Who represented the Conservative interest, and who the Liberals ?

Total number of Liberal claims made, how many allowed, and how many objections made and sustained.

Ditto on the Conservative side.

Give any interesting matters before the court, in the way of contested claims, etc.

Show which side had a gain in the revision—the Liberals or Conservatives.

NOTE. — The figures showing the gain, etc., should be obtained from the agent representing the politics of the newspaper on which the reporter is engaged.

MILITARY FUNCTIONS.

INSPECTION OF TROOPS.

Information to be obtained.

Name of inspecting officer. How did he come to the camp? Who received him, and who is his aide-de-camp?

What regiment does he belong to?

Parade states, showing the total number of officers and men in each company presented for inspection.

Any sick in hospital tent?

What weather has been experienced during the camp?

Names of officers absent?

On inspection day, particulars of the week's shooting are generally obtained, including prize-list.

What kind of weather was it for the shooting? Where were the targets? Conditions of the

shooting, such as ranges, number of shots at each range, number of points added for attendance in camp, etc. ?

What time did the inspecting officer arrive on the ground ?

By whom was he accompanied ?

At what hour did he inspect the camp, etc. ?

Had the public a good view of the spectacle ?

List of visitors.

At what hour was the inspection of the men in review order ?

Particulars should be got of the manœuvres from one of the officers after the review is over, unless the reporter who witnessed them understands them thoroughly.

Any sports after the review ?

Was there a dinner party in the evening ?

The programme of the manœuvres at the inspection of regiments of "Territorials" is as follows, with but slight variations :

The review takes place in the afternoon in the presence of a large attendance of spectators, including a good muster of the *élite* of the neighbourhood whose names should be obtained. The battalion marches to the review ground in columns of companies. Here they are joined by the staff officers on horseback, and the commanding officer wheels the battalion into line. The inspecting officer then rides up to the flag-staff, and is received with a general salute. He first inspects the men in line, examining their dress and accoutrements ; then they march past, in close and open order, and at the double. (Some

criticisms should be given of the way they do this.) Then they generally re-form line, and the men are put through the manual and firing exercises. Then the battalion is broken up again into column formation, and several light infantry movements follow, during which captains and lieutenants (names should be given) going in for certificates are called out to drill the battalion, in the ordinary system of infantry tactics, involving changes of front and flank, and wheeling into line. The attack formation follows, under the direction of the commanding officer, with the major leading the attacking and supporting lines, and the adjutant generally commands the reserve. The skirmishing is generally followed by forming groups, or company or battalion squares, to receive cavalry. Then those who are in reserve reinforce the line, making a dashing charge. They next re-form column, wheel into line, advance, and give a general salute.

NOTE.—The names of all the officers taking command, in turns, should be obtained, also of the officers going in for certificates. The inspecting officer generally addresses the battalion (or battalions) at the close of the movements, and for this purpose they are generally formed into square.

Statistics and other particulars required are to be obtained at the orderly tent; but it is usual for the reporter to present himself first to the commanding officer, and obtain his permission to visit the orderly tent.

In rifle shooting the conditions of the competi-

tion should be accurately obtained. The Bisley scores are : bull's eye, 5 ; inner, 4 ; centre (mag-pie), 3 ; outer, 2 ; and miss, 0.

SOME MILITARY INFORMATION.

The following facts concerning military organisation should be studied by every reporter who does not happen to be a specialist in such matters :

A group of infantry regiments forms an infantry brigade. A group of cavalry regiments forms a cavalry brigade. A group of batteries forms a brigade division. When brigades of infantry are brought together they form an infantry division, which it is the custom for the sake of brevity to describe as a division. A division completed to take the field has included in it small bodies of the other arms of the Service. When cavalry brigades are brought together they form a cavalry division. When the ever-increasing clusters of troops are massed together in the final form of an Army Corps, the "telling-off" of the component parts under different headings becomes complicated. Just as a division, consisting chiefly of infantry, has in its ranks bodies of other arms, called divisional troops, so the Army Corps, built up of the divisions, has separate bodies of cavalry, artillery, engineers, and other details attached to it, these forces being collectively called corps troops. In addition to the divisions and the corps troops the commander of the Army Corps generally has a cavalry brigade, or a cavalry division, which does not form part of the Army

Corps, but is under the orders of the Army Corps Commander.

The training of an Army Corps is progressive. The squadrons and the companies are first exercised by their own officers. The regiments are then exercised by their colonels. The drill in brigade is the next step. The brigades manœuvre against each other before the generals of division take them in hand for work on a larger scale. Divisions and Army Corps only march and fight against each other when grand manœuvres are arranged. The less expensive exercises of smaller bodies are carried out on the great tracts of land acquired by the Government as training grounds. In the autumn season Salisbury Plain and Aldershot will generally be on hostile terms, and many battles will be fought on the Hampshire Downs. The Colchester Army Corps will repel attempted landings on the East Coast; the armed hosts of Yorkshire will "fight" on the moors; and the Scottish and Irish forces will obtain excellent practice on their native moors and hills.

CAVALRY INSPECTION.

Information to be obtained.

Name of the inspecting officer.

Name of the regiment, and its enrolled strength.

Names of commanding officer, adjutant, majors, etc.

How long has the regiment been formed?

How many troops are there present?

When do they go up for training, and where?

If a troop drill, inquire how many of such drills a year, how many mustered, and number in the troop?

Description of the manœuvres or drill.

Are the horses of uniform colour, size, and general appearance?

Do the men show good horsemanship?

Terms.—Carbine practice; practice in horsemanship; sword exercise; elementary drill; trooper; squadron (not under 95); troop (less); detachment; regiment.

NOTE.—The sergeant-major will afford all particulars, and describe the drill after it is over, if necessary.

ARTILLERY MEETING.

Get programme, which generally contains all particulars.

Information to be obtained.

Total muster?

Which detachment is the smartest?

How many batteries?

Weather and the wind?

Compare the results with last year's meeting.

Get commanding officer's address at the end of the day.

Terms, Phrases, etc.

Competition contest; practice; encounter; closehaul; emulation; to excel; battery shift; repository drill; firing party; squad.

Troop of cavalry ; squadron ; a company, or corps of foot soldiers ; battalion ; column ; rank and file ; brigade ; regiment ; division ; body of men.

Regimentals ; uniform ; undress uniform ; in mufti ; facings ; decorations ; tunics ; equipment ; accoutrements ; huzzar uniform ; helmet ; shako ; glengarry ; busby ; bearskin ; Astracan busby ; caps ; Tam o' shanter ; turban ; fez ; gold facings ; scarlet tunics ; khaki ; knapsack ; quarters ; bedding ; tent ; canvas ; wallets ; pouches ; muzzle ; breach ; vent-piece ; coign ; projectile ; trajectory ; initial velocity ; angle of descent ; tangential curve.

MILITARY ENCAMPMENTS.

Information to be obtained.

What is the battalion called (or battalions) ?

Total enrolled strength ?

How many in camp ?

List of regiments in camp ?

Number of commissioned officers present ?

Names of commanding officer, adjutant, and (if required) of other officers ?

Where did the tents come from, and when were they pitched ?

What is the name of the place where the camp is held ?

How did the different corps arrive, and which was the first to arrive ?

Who caters for the officers ?

Who has the canteen ?

Who is the butcher, baker, grocer, etc. (usually some members of the battalion) ?

How is the cooking done—in trenches of the regulation shape ?

How long is the camp pitched for ?

Programme of each day's work, commencing with *réveille*.

What is the allowance of rations per man ?

When is the inspection, and who is the inspecting officer ?

Is there to be any prize shooting ? If so, get particulars of the same.

Who is the bandmaster ? Is it the battalion band ? (See the drum-major.)

Is there to be a church parade on Sunday ? and if so, who will be the chaplain ?

Are there to be any athletic sports during the week ? and if so, on what day ?

List of distinguished visitors to the camp.

Conduct of the men—have there been any disturbances ?

Total number of tents, and are they pitched in the order of a line to each company ?

EMBARKATION OF TROOPS, ETC.

Information to be obtained.

Name of the vessel ?

If not a Government troopship, to what shipping company or firm does she belong ?

Her tonnage, horse-power, engines displacement ?

When and where was she built ?

Name of captain ?

Any general cargo besides passengers ?

Describe process of embarkation.

Total number of troops embarking, and to what regiment they belong, also names of officers ?

Number of marines on board, and by whom commanded ?

How many doctors ?

How many days' sail will the voyage be ?

What is her destination, and when is she due there ?

Is she considered a fast boat ?

Is she armour-plated, or what ?

History of the vessel ?

Has she been engaged in conveying troops before ?

Describe parting scenes, etc., in the harbour.

Are the troops Artillery, Cavalry, or Infantry ?

How long did the embarkation take ?

When did the troops arrive at the port, and from where ?

Are they accompanied to the vessel by a band ?

Are the public admitted to the yard ?

Are any notable persons on board until the departure of the vessel ?

What sort of weather is it ?

RELIGIOUS FUNCTIONS.

Under this head, only terms, phrases, and synonyms need here be given. Information as to the order of the service, decorations, etc., is always obtainable from the choir-master, the organist, the incumbent, curate, or (in the case of a cathedral service) the Precentor. For an ordinary church service it is sufficient to give the following particulars:—The prayers were impressively read (or intoned) by —; the Epistle was read by —; the first Lesson by —; and the Litany (read or intoned) by —; the Voluntary was — by —; the hymns were —; proper Psalms — to —; Chant by Barnby in D minor; *Te Deum* by — in F; the Anthems were —; the Choir was led by —; and Mr. — presided at the organ.

A more elaborate musical service, such as at High Celebration, may read thus:—Being the Anniversary of the Blessed Sacrament, there was a High Celebration at St. Mary's at eleven o'clock. The Service opened with a procession, hymn 309 (or give the name of hymn), "Ancient and Modern." The choir and clergy then took their places. The *Introit* was (name it); the *Kyrie Eleison* was from Schubert's Mass in G; Master White, who has really a good voice, taking the solo; the Sub-Deacon (name) sang the Epistle, and the Deacon the Gospel, between which Gradual and Sequence hymns were sung. The *Gloria* before and after the Gospel was by Haynes; then followed the *Credo* (Schubert).

The sermon was preached by the Rev. — of —. During the Offertory, Gounod's *Ave verum* was sung, and was succeeded by the *Pilgrims' March*, from Mendelssohn's Symphony, as a Voluntary. The *Sursum Corda* was sung, followed by the *Sanctus*, *Benedictus*, and *Agnus Dei*. The solos were taken by Master —, Mr. —, and Mr. —. The *Gloria in Excelsis* was followed by the Benediction. *Nunc Dimittis* was sung as the recessional. There was a full band, led by Mr. —; Mr. — conducted, and Mr. — (the organist) presided at the organ.

The Evening Service commenced at —. The proper Psalms were —, which were sung to double Anglican (or some other) chants, by Monk, Attwood, and Smart. The *Canticles* were Turle in D, and the Anthem—.

Or say :—The *Canticles*, *Magnificat*, and *Nunc Dimittis* were sung to a setting in — by —.

A report of an ordinary church service might read as follows :—A B, assisted by C D, read (or intoned) the prayers; Rev. E F, Vicar of —, read the First Lesson, and the rural Dean the Second, and Rev. — preached from (text). The musical part of the Service was exceedingly creditable throughout. The choir consisted of members of St. Mary's and St. John's choirs, conducted by —; Mr. — presiding at the organ. The "Hymnal Companion" was used. Processional Hymn, No. 53; *Venite*, Alcock in A; proper Psalms (if not given as above), 27, 84, and 87, Turle in F; *Te Deum*, Oakley's Quadrupal in F; *Jubilate*, Haynes in F. Anthem—

“Lift up your heads” (*Messiah*). Hymn before Sermon, No. 202 ; hymn during Offertory, 372 ; anthem, — ; Recessional Hymn, 327.

Church of England Services.

Matins (or Morning Prayer) ; Litany ; Pre-Communion Office ; Holy Communion (or Celebration of the Holy Eucharist) ; Evensong (or Evening Service).

Catholic Services.

Homily mass ; high mass ; low mass ; dry mass ; *missa sicca* ; matins (service at midnight) ; lauds (service at daybreak) ; prime (6 a.m.) ; tierce (8 a.m.) ; none (afternoon service) ; vespers (evening service) ; compline (8 to 9 o'clock at night).

General Ecclesiastical Terms.

Ritual ; ceremony ; ordinance ; liturgy ; rubric ; service ; canonicals ; vestments ; gorgeous vestments or apparel ; surplice ; cassock ; scapulary (a sort of skull-cap worn by acolytes, etc.) ; amice (a white cloth round the neck over the alb at High Celebration) ; cowl and hood (worn by monks out of doors) ; alb (a white linen garment worn over the cassock, which it resembles in shape) ; the girdle ; cope (the most gorgeous of all vestments used in Roman Catholic and ritualistic worship). The cope is a sacerdotal vestment, sometimes red and sometimes violet, or green, according to the Sarum colour of the feast-day. It generally has gold lace and embroideries ; maniples (suspended over the left

arm); stole (a sash which passes round a clergyman's shoulders—a clerk in deacon's orders only wears it over the left shoulder); Pax (a metal plate handed round for the kiss of peace); Pyx (the box in which the Host is kept—the silver monstrance contains the Pyx); censer (the vessel in which the incense is burnt: it is swung to and fro in the hands of an acolyte); white-robed monks; the Host; "the Host is withdrawn and placed in the tabernacle." Chalice (Communion cup); devotee (watcher before the shrine); shrine; the high altar; altar cloth; vestry; sacristy (an apartment in a church for keeping the sacramental vessels and vestments); "chanted the Antiphons" (old English church anthems and responses given in the *Sarum Missal* and Edward VI. Prayer-book); mitre; fanon or fannel; banner; biretta (cap worn by a priest); sanctuary; enthroned statues of the saints; chancel (eastern part of the church where the altar, etc., are placed); nave (body of the church); baptistery; font; crypt (a subterranean chapel); cymbals; "clash of cymbals"; Communion table; reredos (a screen, or partition wall behind the altar, which has the decalogue inscribed upon it with other ornamentations); halo (a semicircular fluted ray of bright metal is made to represent the halo); chasuble (a vestment worn indifferently with the cope, the difference being that it is shorter, and is put on over the head, and not fastened at the neck like a cope; it has also a cross at the back); tapers (tall candles on and about the altar); massive wax candles; re-

dolent with incense ; hyperdulia (a superior sort of veneration for the Virgin ; also called Maryolatry) ; halberfects (coarse cloth of which a monk's cowl is made) ; "a tonsured and sandalled monk" (the tonsure is emblematical of the crown of thorns) ; abbot ; prior ; superior ; priest ; father ; associate brother ; novice ; monastery ; abbey ; priory ; nunnery ; cloister ; convent ; nuns ; sisters ; abbess.

NONCONFORMIST SERVICES.

A simpler nomenclature is employed by Nonconformist bodies. The services are "conducted" by a "minister," who has in some instances the co-operation of an "assistant minister." The ordinary services are usually designated "morning service" and "evening service," and the Communion Service is generally described as "The Lord's Supper," and is held at the close of evening service. Baptists perform "the rite of baptism" by immersion. Quakers (the Society of Friends) describe their services as "meetings for worship," and designate the days of the week by number, as "the first day" (Sunday), the second day, and so on.

NOTE.—For any description that may be necessary of the building in which a religious service takes place, consult the information under the heading "Opening Churches and Chapels," *ante*.

HARVEST THANKSGIVING.

Information to be obtained.

Was there more than one service ?

Who were the officiating clergymen ?

Get particulars of the musical part of the service from the organist or choir-master.

Who presided at the organ, and who conducted ?

Was it a full choral service ?

Who took the solo parts, and what were the voices ?

Was the choir a surpliced one ?

To what was the offertory devoted ?

Describe decorations fully.

Names of the ladies who supplied the flowers, etc., and of those who undertook the work of decoration. State what portion of the church each party of ladies decorated.

Was there also a tea party ?

One or more of the ladies who took part in decorating the church should be interviewed for detailed descriptions.

CHRISTMAS AND EASTER DECORATIONS.

The reporter who is called upon to give for his paper an account of these should go over the church when the decorations are complete and before the commencement of the service or the first of the services which they are intended to beautify. If possible he should get some person who was concerned either in designing the general scheme of decoration or in carrying out that scheme to accompany him, to point out any special features to which it is desirable that attention should be drawn in the newspaper account, and to supply the names of plants, etc., unknown to the reporter.

REVIVAL MEETINGS.

Information to be obtained.

See secretary and ascertain—

Name of the building, and how long is the mission to last?

By whom, or by what body, was the mission organised?

Was attention called to the services in the chapels and churches on Sunday?

Who are to be the preachers or the chairman and speakers?

Who leads the choir?

Was there a good attendance at each meeting?

What is the result of the mission?

Who will carry on the work thus begun in the town, and where?

CONFIRMATION SERVICES.

Information to be obtained.

Personal name as well as ecclesiastical title of officiating bishop (as Right Rev. Dr. Johnson, Bishop (or the Lord Bishop) of ——).

Names of the several churches at which the candidates for confirmation were prepared?

Number of candidates; number of each sex, if possible, or in what proportion were the sexes respectively represented? Any elderly persons among them? Many or few?

Names of clergy present, and of those who took part in the service.

Anything striking or noticeable about dress of candidates?

Were many spectators present?

MEMORIAL SERVICES.

These are usually held after the death of a man of name or influence, distinguished for his philanthropic, social, or other public work in the neighbourhood, or for political, artistic, or literary achievements that have brought him fame. The function may take the form of one of the ordinary services of the church, or of part of the Service for the Burial of the Dead. As a separate memoir of the deceased will probably have already appeared in the paper, it is not generally necessary for the reporter to give any biographical particulars. A summary of the sermon or other address is usually all that is required.

ANNIVERSARY SERVICES.

At many churches it is customary to hold (often on the Saint's Day appropriated by the Church Calendar to the saint after whom the church is named) a series of services in commemoration of the dedication or opening of the church; and among Nonconformists "anniversary" services (to commemorate a similar event) are common. A reporter who is told off to report any such ceremony should ascertain particulars as to the growth of the congregation since the opening, the increase in the number of communicants, the multiplication of the subsidiary agencies connected with the church, the improvement in the attendances at the services, etc. This information can usually be obtained from one of the churchwardens or from the minister.

ELECTIONS.

PARLIAMENTARY ELECTIONS.

The meetings that take place in the course of a modern election campaign are so numerous, and are organised and conducted by so many leagues and societies quite independently of the rival candidates, that it is entirely impossible to report more than a very small proportion of them. Of those that are reported at all only the most important can be reported at length, the remainder being accorded merely a brief mention. But in recording the progress of the campaign, the efforts of the various parties, and the chief incidents of the conflict, the shrewd reporter will find many opportunities of distinguishing himself. He should make it an invariable rule to go to headquarters for information.

Information to be obtained.

Get full names of candidates and copies of their election addresses.

Get all possible details of their past careers.

Names of candidates' agents and list of each candidate's committee rooms.

Which of the candidates was first in the field?

Has any of the candidates contested a Parliamentary election before, and with what result?

What colours are adopted by each of the respective candidates?

What are the chief questions before the electors at the moment?

Which of them arouses the strongest feeling?
Is the apparent feeling of the bulk of the electors

adverse or favourable to the course proposed with reference to that question ?

Are all parties canvassing ? Which party has the largest number of canvassers ?

Interview the respective agents to ascertain their opinions of the results of canvassing.

What outside bodies are taking an active part in the contest ? What form is their activity taking ?

Which of the candidates' posters are most frequently seen in the windows ?

Ascertain from Town Clerk the dates fixed for the nomination of candidates and for polling, and get from him a list of the several polling places.

How many electors signed the nomination papers for each candidate ? Mention names of any well-known citizens among the signatories.

On Day of Election.

Ascertain early in the morning from Town Clerk the arrangements made for collecting the voting papers and counting the votes, and at what hour it is expected that the result will be publicly announced.

Are there many signs of excitement at any of the polling places or elsewhere in the constituency during the day ?

Are many vehicles engaged ? What vehicles are they ? Which side appears to have most of them ? Who were the principal lenders ?

How were the voting papers conveyed to the Town Hall or other place of counting ? How

long did the counting take? Was there a recount?

By what hour did crowds begin to assemble to hear result? At what hour was result announced? How was the announcement made? How was it received by the crowd?

What reception did crowd accord to the successful candidate? Report remarks of candidates after announcement of result.

MUNICIPAL ELECTIONS.

Information to be obtained.

Number of wards.

List of candidates in each ward, together with the names of retiring members.

Have any, and which, of the candidates put up before?

How many retiring councillors seek re-election?

Give the policy of the candidates in each ward.

Politics of all the candidates, together with the denominations to which they belong; also their occupations.

What is the "election-cry," and what are the sentiments of each of the new candidates?

Are the members all canvassing?

Who nominated each of the candidates?

Get copies of the addresses issued.

Is the whole of the Council to be elected, or one-third only?

Which party has been in the ascendant on the Council since the last election?

Have the rates risen or fallen since the last

election? From what amount to what amount?
To what is the change attributed?

Which of the candidates appears to be most popular?

What ward meetings are to be held, and when?

Date of the election.

Result of the Poll.

NOTE.—The foregoing notes will apply to elections to Boards of Guardians, and to elections of local authorities generally.

EXHIBITIONS AND ENTERTAINMENTS.

It is obvious that though a journalist, perhaps rather more than most other people, finds it necessary to know something of everything, and does generally develop in the course of his occupation a capacity for assimilating information on all subjects quickly and accurately, he can never hope to be an expert on more than a few subjects. On the large London daily and weekly newspapers, and on the leading organs of the provincial press, it is possible to secure the services of specialists—art critics, dramatic critics, musical critics, and others whose journalistic duties are confined to one sphere of work. The hints and suggestions and the information contained in this section of the present work are not intended for them. They are meant for the ordinary reporter, the “all-round man,” who often finds himself entrusted with the task of writing a readable and interesting account of an exhibition or a public performance of a kind which he has never before

reported, and for which he has no other equipment than the ordinary general education, common-sense, powers of perception and taste, that make the satisfactory performance of his daily duties possible.

The beginner may be warned against making a parade of technical terms with which he is imperfectly acquainted. A clear, succinct account of what he has seen, given in ordinary good English, will be more effective, and will be better appreciated by readers, than a column of pretentious jargon, with (to the ignorant) a great appearance of learning, but with mis-used technicalities that will make the expert smile.

ART EXHIBITION.

Information to be obtained.

Get a catalogue.

What is the exhibition in connection with, and how much money is sought to be raised ?

For how long is it to be opened ?

Description of the building ; its cost, etc.

If the funds are for some building, get particulars from the architect.

Number of oil paintings in the exhibition ; also of water colours, etchings, engravings, etc., etc.

Full particulars as to who sent paintings to the exhibition.

Number of subjects of sculpture, and description of them.

List of executive among the promoters.

With whom did the idea of holding the exhibition originate ?

Has there been a similar exhibition in the place before ?

If wholly or partly a loan collection, mention names of principal lenders.

Outline of each week's or day's proceedings during the time the exhibition will be open.

General description of the exhibition and its arrangements, together with a running commentary on the works of art and the merits of the pictures, their relative popularity, etc.

If any exhibits by local artists, draw special attention to them, their subjects, and their merits.

Chief sizes of Paintings.—40 ins. high by 25 ; 40 + 20 ; or 24 + 16. Many smaller sizes are exhibited. The dimensions need seldom be mentioned. There are occasions, however, when it is useful to give them, in order to emphasise some special peculiarity of the picture—*e.g.*, the appropriateness or inappropriateness of the size for the subject treated. In portraits there is the bust, kitcat (36 + 28), half-length, three-quarters, and full length. When a person is painted in a sitting position the portrait is called three-quarters. Full-face, three-quarter-face, profile.

The following are some of the most common words and phrases used :—Subject ; sketch ; miniature ; picture ; portrait ; portraiture ; tableau ; fresco ; cartoon ; oil painting ; painting in oils ; pencil drawing ; pastel drawing ; enamel ; encaustic painting ; crayon ; water colours ; wood-cut ; print ; engraving ; monochrome (in a single colour) ; polychrome (in many colours) ; outline ; etching ; copy ; fac-simile ; on canvas,

To depict ; to picture ; portray ; delineate ; limn ; draw ; sketch ; stipple ; represent ; produce ; a striking likeness ; natural as life ; life-like ; drawn with wonderful exactness, etc. ; likeness, portrait.

Landscape ; sea-piece or sea-scape ; battle-piece ; view ; still life ; panorama ; pastoral scene ; rustic scene ; cloud scene.

Painter ; artist ; draughtsman ; sketcher ; signer ; engraver ; copyist.

Chiaroscuro ; composition ; treatment ; perspective ; contrast of light and shade ; colour scheme ; the grand style.

The following list of some noted painters, etc., may prove useful :—

Allegorical subjects.—M. Angelo, Rubens, Durer, Holbein, Fuseli, Flaxman, Blake, Martin, Rosetti, Burne-Jones, Watts, Walter Crane.

Architectural Ruins.—Berghem. (See “Buildings.”)

Balls, Musical Parties, and Masquerades.—Watteau, Hogarth, Wilkie. (See “Domestic and Fancy.”)

Battle-pieces.—Molyn, Salvator Rosa, Cortese, Vernet, Desanger, Fortuny, Albert Neuville, Dudley Hardy, Woodville Caton.

Blacksmiths' Shops.—Hogarth, David Teniers, Wilkie, and other satirical painters.

Buildings.—Condetti, Pannini, Rubens, R. Wilson, Guardi, Prout, Dawson, O'Connor.

Cattle.—Old : Potter, Cuyp, Vandyke. Modern : Morland, Sidney Cooper, Landseer, Vickers, James Ward, Henshaw George Clausen.

Caricatures, Cartoons, etc.—Hogarth, Flaxman, Retsch, Cruikshank, Thackeray, Leech, Doyle, Maurier, Tenniel, Reed, Max Beerbohm, Phil May, Raven Hill, Aubrey Beardsley.

Clouds.—Titian, and many of the landscape painters, such as Constable, were particularly noted for cloud-painting.

Drama.—Hogarth, Northcote, Fuseli, West, Blake, Stothard, Opie, Leslie, Elmore, Leighton.

Domestic and Fancy Subjects.—Old : Terbury, Teniers, Jan Steen, Ostade, Metser, Watteau, Hogarth. More modern : Greuze, Millet, Westall, Morland, Mulready, Landseer, Wilkie, E. Nichol, Etty, Marks, Slocombe, Marian Croft, O'Neil, Haynes, Williams, Varley, Mark Anthony, Chas. Dana Gibson.

Etching. — Seymour Haden, Jacquemart, Whistler.

Frescoes.—Raffaello, Barbarelli, Titian, Maclise, Sarto.

Farm-houses and Ale-houses.—Exterior : Hogarth, Teniers, David Wilkie, Raffaello.

Fruit and Flowers.—Jan Van Huysum (flowers) ; Van Os (imitator of Van Huysum) ; Rachel Ruysch (fruit and flowers) ; Segers (flowers) ; Baptiste (fruit and flowers) ; Van Beuggan, Lance (fruit and flowers) ; Noble, Stuart, Slocombe.

Fairs and Low-life.—Jan Steen ; Ostade (interiors of kitchens and ale-houses) ; Andrew Booth, Teniers, Kaufmann, Hogarth (all sorts of satirical paintings) ; Wilkie, Morland, Cruikshank, Leech, Daniel Boon, Clausen.

Gipsy-life, Brigands, etc.—Hals, Salvator Rosa. Modern : Morland.

Grapes.—Zeuxis, who is said to have painted grapes so well that the birds came and picked at them. (See “Fruit and Flowers.”)

Historical Subjects.—Rembrandt, Holbein, Thornhill, Rubens, Raggi, Northcote, West, David, Scheffer, Wilkie, Eastlake, Millais, Poynter, Dyce, Alma Tadema.

Horses, Dogs, Hunting, etc.—Rubens, Snyders, Vernet, Morland, Landseer, Stubbs, S. Howitt, Herring, Andsell, Leech, John Charlton.

Interiors.—Of colleges, Teniers ; of churches and abbeys, Dow and Wyke Bayliss.

Inns, etc.—Ostade, Wilkie, Hogarth, and most of the satirical painters.

Landscapes.—Claude, Ruysdael, Poussin, Berghem, Cuyp. Modern : Gainsborough, Wilson, Crome, Bonnington, Stark, Vincent, Collins, Constable, Turner (the most illustrious), Creswick, D. Cox, Muller, B. Foster, Landseer, P. Nasmyth (principally lanes, village subjects, and commons), Dawson, Cole, Callcott, Alma Tadema.

Moonlight Scenes.—Albert Cuyp, Turner, Wright of Derby, Williams, O'Connor.

Madonnas and Altar-pieces.—San Giovanni, Dow, Salvi, Giovanni Barbieri.

Marriages.—Royal marriages, Linton. Rustic marriages, Hogarth, Wilkie, and other satirical painters.

Monochrome.—Barlleur.

Nymphs, etc.—Old : Titian, Rubens, Lenton,

Jan Breughel. Modern : Cort, Romney, Stothard, Etty, Greuze.

Quack Doctors.—Andrew Booth.

Portraits.—Old : Rembrandt, Velasquez, Holbein, Cooper, Vinci, Kneller, Vandyke. More modern : Gainsborough, Reynolds, Romney, Lawrence, Hoppner, Landseer, Eastlake, Chalon, Egg, F. Holt, Grant, Millais, Alma Tadema, Arthur S. Cope, Sergeant, G. F. Watts, Whistler.

Race-horses.—Rubens, Carle Vernet, Landseer, Geo. Stubbs, Herring, Leech. Harry Hale is said to be the best painter of race-horses since Fernley and Herring died.

Savage Scenery.—Salvator Rosa.

Scriptural, Religious, etc.—Old : Giotto, M. Angelo, A. Durer, Domenichino, Correggio, Carlo Dolce, Van Eyck, Vandyke, Rubens, Holbein, Guido, Murillo, Rembrandt. Modern : Northcote, Fuseli, Blake, Martin, H. Hunt, Doré, Marks (convent life), Burne-Jones, Byam Shaw.

Sea-ports.—Salvator Rosa, C. Stansfield, Samuel Scott, Claude Vernet, Canaletti Collins (coast scenes).

Sea-pieces.—Old : Vander Velde, Claude Vernet. Modern : Turner, Morland, Stansfield, Crome, Cotman, Whirter.

Shipwrecks.—Turner, and nearly all the marine painters.

Transfers of Paintings from walls to canvas.—Contri.

Trees.—Berghem, Ruysdael, Gainsborough, Harding, Rowbotham, Creswick, Cox, Stark, Macwhirter.

Water-colours.—David Cox (said to be the prince of water-colour painters), Wm. Hart, Alma Tadema, Frank Stone.

Wood-engraving.—Frederick Walker, Wm. Harvey, Harrison Weir, Bewick.

There are ten branches of the art, viz.: history, grotesque portraits, fancy animals, flowers and fruits, seascapes, landscapes, still-life, and battle-pieces. Sterne speaks of “the colouring of Titian, the expression of Rubens, the grace of Raphael (or Raffaello), the purity of Domenichino, the Correggioscity of Correggio, the learning of Poussin, the airs of Guido, the taste of Caracci, etc., the grand contour of Angelo, . . . the brilliant truth of Watteau, and the touching grace of Reynolds.”

Sculpture, etc.—Chiselling; modelling; statuary; figure; bust; image; likeness; marble; in relievo; intaglio; anaglyph; cast; casting; medallion; mould; glyptics (the art of engraving figures in precious stones); ceroplastic (the art of modelling in wax; ceramic; parian.

Draperies are considered well cast when the folds are distributed so as to appear rather the result of chance than of art, study, or labour.

The following is a list of some of the greatest sculptors:—Phidias (greatest of Greek sculptors), Giovanni, Michael Angelo, Schluter, Hermann, Augustus Ernst (great equestrian sculptor), Roubiliac (historical costume), Antonio Canova.

English Sculptors.—Thomas Banks, 1735–1805; Joseph Nollekens, 1737–1823; Sir Francis Chantrey, 1781–1842; John Gibson, 1791–1866 (the

greatest of English sculptors); Edward Bailey, Woolner Durham, Armstead, Durham, Raggi, Belt, Milo Griffith, Thornycroft, etc.

American Sculptors.—Powers, Story, and Miss Hosmar.

NOTE.—The reporter (unless himself an artist or a man who has had an artistic training) should get an expert painter, or some good local amateur, to accompany him round the exhibition, and discuss with him the merits of the principal exhibits. In writing his notice of the exhibition, he should remember that an interesting account written in popular language will be better appreciated by the bulk of the readers of his paper than a frigid, critical attitude, with an ostentatious abundance of technical phraseology. He need not be afraid of expressing quite frankly his appreciation of a picture that impresses him favourably. Representatives of daily papers should go round a day or two before the exhibition opens, and thus have the first notice out on the morning of the opening, or on the previous day.

MOTOR EXHIBITIONS.

Information to be obtained.

Get three copies of catalogue.

Is the exhibition one of a series?

Is it a novelty in the district?

Who organised it?

Attendance large or small?

Any novelties exhibited? New machines? Old machines with new accessories?

Which are the principal exhibits? Which of them attracted the greatest amount of attention from experts? from the public?

[NOTE.—The reporter should get as much information as he can from the exhibition officials, whom he will, in most cases, find willing and ready to give him every help. He should also, if possible, obtain the assistance of a friend acquainted with motors and with the many details of their construction. It is as well, in a report for an ordinary newspaper, to avoid giving many technical details. In describing the various exhibits the language employed in the catalogue should be adhered to as closely as is consistent with the literary character of the account.]

Terms, Synonyms, etc.

Automobile, auto-, steam-, motor-car, motor-carriage, -vehicle, horseless-, self-propelled vehicle; motor, -cycle, -bicycle, side-car, tri-car.

Commercial-, electric-motor, motor-, taxi-cab, mechanically propelled road carriage, motor-bus, electromobile.

Touring-, racing-car, landaulette, limousine, phaeton, cabriolet, side-entrance, 2-, 4-seater, racing type, 4-, 6-cylinder, voiturette.

Tonneau, body, torpedo type, bucket seats, coach built, coupé body, scuttle dash.

Canopy, Cape cart-, Victoria-hood, transparent-, celluloid-, wind-screen, wind-shield, driver's extension, curtains.

Petrol tank, chassis, steering-gear, -wheel, laminated-, spiral-springs, differential, radius rods, artillery-, wire-, bicycle-, detachable-, Stepney-wheel, detachable rims, live axle-, chain drive-transmission, plain-, roller-, ball-bearings, forward speeds, direct drive, reverse, gate-, side-change, friction drive, variable gear, disc-, plate-, multiple-, cone-clutch, pedal, brake, side brake, accelerator, hydraulic suspension.

Pneumatic-, solid-, non skid-, studded-tyres, outer cover, inner tube, reinforced inner tube, cuts, punctures, bursts.

Bonnet, honeycomb-, dash-, grilled-radiator, petrol, spirit, motor-spirit, carburetter, cylinders, engine, H.P. (horse power), valveless-, Knight-engine, exhaust, fumes, cut-out.

High-, low tension-magneto, accumulators, battery, dual ignition, magneto, sparking plug, lubricant, lubricator, forced-, gravity-feed.

Hooter, syren, horn, bell, trumpet-shaped mouthpiece, bugle, whistle.

Head-, side-, tail-light, searchlight, acetylene-generator, oil-lamp, speed indicator, speedometer, milage recorder.

The week-ender's friend, pedestrian-scarer, distance-destroyer, -annihilator, mechanical steed, silent and smooth running, flexible, fast on hills, smart and speedy, luxuriously sprung.

Chauffer, driver, owner-driver, driver-mechanic.

Garage, motor-house, private lock-up.

AVIATION MEETINGS.

[NOTE.—The reporter whose knowledge of mechanics is slender, should not attempt, unaided, to describe or to refer in detail to, the mechanism of a “flying machine.” As a rule there is no need to do so, and the majority of newspaper readers do not desire to be troubled with engineering technicalities, which are for the most part unintelligible to them. If circumstances make special reference to a special part of the mechanism—as happens sometimes when an accident occasions the postponement, abandonment, or curtailment of a “flight,” and the reporter feels it necessary to explain the cause of the accident, he should get his information direct from one of the engineers present.]

Questions, etc.

Get programme or schedule of events.

Who arranged the meeting?

Who are the contestants?

To what nationality does each of them belong?

Number of entries.

What are their past records?

Have they been seen on the same course before?

Is any one of them making his first attempt at a public meeting?

Any new form of flying machine to be tried here for the first time? Who was the designer?

What are its peculiarities?

Are any personages of importance to accompany any of the “flying men”? If so, get their names.

What are the prizes or awards?

By whom are they provided?

Extent of the grounds.

How many spectators present?

How many paid for admission?

Get names of all spectators of national or local importance.

Size of sheds.

Synonyms, etc.

Aviator; flying-man; bird-man; flier; sky-pilot; air-pilot; aeronaut; invader of the air; navigator of the upper regions; aeroplane; monoplane; biplane; triplane; flying-machine; flying-ship; dirigible; aerial vessel; aerial craft; power-driven glider.

Miscellaneous.

Aviation meeting; aviation contest; aerial race; flying meeting; aerodrome; flying ground; rudder; body of the machine; rectangular fuselage; propeller; wings; ailerons; inflation; deflation; side-, elevating-planes; gas-container; gas-envelope; ballonnets; stabilizer; vertical stability; direct-lift; fan; louvres; lifting power.

Phrases, etc.

Rising gracefully; rising like a bird; swooping upwards; steering over the heads of the people; dexterously avoided all obstructions; gliding flight; soaring upwards; manœuvred the biplane, monoplane, aeroplane machine splendidly, skilfully, with great dexterity; exhibited great nerve; turned sharp corners with surprising skill; conquered the elements; made a sensa-

tional flight; a daring feat; an audacious attempt; the monoplane swerved alarmingly; heeled over dangerously; executed a smart manoeuvre; swooped down; effected a safe landing; a perilous descent; propeller became twisted; ran along the course; rolling and swaying in the wind; carried along by a strong gust of wind; took a downward plunge; completed the circuit; gliding tranquilly through space; the aerial craft sailed round the course; poised in mid-air; aeroplane with its great white sails against a cloudy background; the machine rolled heavily; made alarming swoops; a struggle with the air; tossed like a cork by the wind: the throbbing of the engines; a notable achievement; soaring like a seagull; took the corners gracefully; brilliant aerial evolutions; overcame all the hostile attempts of the elements; baffled the hostile winds; the threatening tempests retired beaten by the aviator's skill.

CONCERTS.

For the satisfactory performance of this department of journalistic work, which can hardly be said to come legitimately within the scope of the young reporter's duties, special qualifications are required. There may be no member of the staff who possesses those qualifications; and in any case local concerts have to be recorded. If the reporter to whom the task is allotted be in the unfortunate position of Dr. Johnson, who was



only just able to distinguish the bells of St. Clement's Church from the organ, he ought not to attempt to criticise a musical performance—he should aim rather at giving an accurate narrative of what took place. A friend with musical tastes, however, can generally be found, who will be willing to assist in the work of criticism, or who will, at least, furnish sufficient hints to enable the reporter to turn out a passable report. Where a young reporter possessing no special musical knowledge or ability is sent to a local concert, with instructions to supply a brief notice of the performance, he should resist the temptation to use technical musical terms, and should content himself with a mere enumeration of the several items rendered, using the description of each piece assigned to it in the printed programme, and simply mentioning which of the items are most favourably received by the audience and which of the performers is “encored.”

Get a couple of programmes, so as to have one in reserve.

Information to be obtained.

What is the concert for, and name of the building in which it is held?

Attendance large or otherwise?

Who is the conductor?

Name of the choir.

Is it a newly-formed choir?

How long has it been in existence?

Has it given concerts in previous years?

Have they been successful?

- Is the choir popular in the neighbourhood ?
- Who are the leading soloists ?
- Ditto instrumentalists.
- Is the concert one of a series ?
- Names of leading vocalists.
- Who is the secretary ?
- List of the members of the orchestra, showing what instrument each played.
- Names of any distinguished persons present.
- How much was realised by the concert ?
- What will be done with the proceeds ?

Terms, Phrases, Synonyms, etc.

Orchestra ; instrumentalists ; brass ; strings ; choir ; chorus of voices ; glee-party ; leader ; conductor ; accompanist ; "swayed the bâton" ; wielding the bâton.

Part-song ; glee ; cantata ; oratorio ; symphony ; sonata ; song-cycle ; melody ; recitative ; slow movement ; unaccompanied chorus, solo, etc. ; duet ; trio ; quartet ; quintet ; sextet ; septet ; octet.

Performance ; execution ; playing ; reading ; exposition ; to interpret ; interpretation ; *dé-nouement* ; to deliver ; sung ; rendered ; excellent ; brilliant ; fair ; genuine ; artistic ; clever ; good ; finished ; spirited ; poor or tame, monotonous or inexpressive rendering ; rendition ; execution ; sung up to the mark ; performed ; go ; swing ; verve ; voices blended ; dull, thin voices ; lack of harmony ; discordant finale ; the choruses sounded well throughout ; a deep roll

of harmonious sound ; roll of drums ; led on the attack ; the choruses were attacked with great spirit, energy, and confidence ; the soft passages were treated with fascinating delicacy ; delightful purity of vocal tone ; coarse voices ; forcing the voice ; rugged rendering ; voices blended, especially the male voices, in the heavier passages ; nicely balanced ; sweetness of the singing ; effective intonation ; pleasing emphasis ; expression ; articulation ; correct accentuation ; correct phrasing ; fugue work.

Solos ; in good voice ; style ; voice husky ; full voice ; mellow voice ; compass ; upper, lower, or middle register ; thin voice ; small voice ; strong, powerful voice ; clear in the upper notes ; rich tenor voice ; finale ; "attempted a high finale and failed" ; like Mark Twain, trying to improve the melody by adding some little flourishes of his own, with rather indifferent success ; sung with feeling, with deep poetic insight ; went out of his way to attack without conquering ; soft, sweet, fine, cultured, refined voice ; light soprano ; mezzo-soprano ; mellow, or rich, contralto ; alto ; soloist.

Quartets, Trios, etc.—Harmonious ; voices blended beautifully.

Pianoforte playing.—Fingering ; style ; expression ; general execution ; correct intonation ; execution ; expression ; crisp touch ; light and firm touch ; brusque or clear ; the sostenuto passages (sustained passages) were cleverly executed ; manipulation ; brilliant runs ; rapid fingering. Francis Liszt, Arabella Goddard, and

Rubinstein were among the greatest of pianoforte players.

Violins: good tone and execution; bowing and stopping; pizzicato passages; perfect.

Violoncellos, etc.: general execution; bowing and producing a good tone; execution neat and correct.

Cornet and Horn: a melodious, mellow tone is everything.

Harp: manipulation; rapid fingering; perfection of performance.

EISTEDDFODAU.

Get a copy of the programme.

Information to be obtained.

Are the proceedings to be opened with a gorsedd?

Name of president, and list of officers.

Is the president a bard?

Is it an annual Eisteddfod?

Names of adjudicators for each department.

Any well-known visitors present.

What are the conditions in the various competitions?

Total value of prizes.

Accompanists.

What are the principal competitions?

In choir competitions, names of leaders and number of voices in each choir.

Names of the ladies who "invested" the winners with the prizes.

Any decorations in the town? and if so, describe them.

Any processions?

Any railway excursions?

Is there to be a cymmrodorion section?

Programme of the evening concert, which is reported at a length in accordance with its merit.

Borrow president's address beforehand, if he has it written out.

Inquire beforehand whether a typewritten copy will be available for the press; and if so, arrange to get it early on the morning of the Eisteddfod.

Terms, Synonyms, etc.

Eisteddfod; plural, Eisteddfodau; Cymreigyddion; competitors; essayists; singers; soloists; soli-parts; choir; choristers; harpists; leader; conductor; accompanist; bard; druid; arch-druid; chief bard; gorsedd; gorseddau; englynion; penillion-singing (Welsh impromptu song); impromptu speeches, etc.

NOTE.—A large Eisteddfod is generally opened with a gorsedd, in the open air, and then those interested proceed to the building where the Eisteddfod is held. The business of the day commences with the president's address, followed by the englynion (Welsh recitals of epic poems composed by those reciting them), given

by the bards, etc. The remainder of the work is straightforward, but the adjudications must be taken down carefully.

The *Gorsedd* may be described as follows:—It is opened with great pomp and enthusiasm by the arch-druid (or a druid who acts in his stead). He and his druidical brethren are robed in bardic garments, adorned with medals and other mystical insignia. The arch-druid, or chief bard, represents the sun. He takes up his position on a large stone, which is called the cromlech stone, or ark, symbolical of nature, and attended by three semi-bards representing *Gwron*, hero (winter solstice); *Alawn* (musical, vernal equinox); and *Plenydd* (the summer solstice, a radiator). Encircling these “ministers of the national parliament” sit twelve chaired bards, representing the twelve points of the Zodiac, each bard having his back to a stone. The proceedings commence by the arch-druid standing on a stone, with sword in hand, asking “*A oes heddwch?*” (Is there peace?). The reply is: “*Heddwch, heddwch.*” This is repeated three times, and then in accordance with the bardic customs, the next *Eisteddfod* is declared to take place a year and a day hence. After this the arch-druid offers up a solemn prayer to the Father of Light, saying: “*Dyro Duw dy nawd,*” and then the *Eisteddfod* business is proceeded with.

DRAMATIC PERFORMANCES, ETC.

Get two copies of the programme.

Information to be obtained.

Is the play by a new author? If so, has he accomplished good work of any other kind? Is he a poet, a novelist, a journalist, etc.?

If by an old author, what has been his most successful productions? How long is it since his last preceding play was produced? Was it successful or the reverse? Where was it produced?

What is the story told by the play?

Is the theme novel or hackneyed?

Is the dialogue brilliant, diffuse, witty, or dull?

Which are the most striking characters?

Ascertain name or title of the company giving the performance.

Is the play well staged?

Is the scenery impressive, appropriate, or otherwise satisfactory?

Are the dresses attractive?

[NOTE.—The male reporter should not attempt unaided to describe the dresses of the ladies. He should content himself with mentioning that they were graceful, handsome, becoming, etc., and adding an indication of their colour, if he feels certain that he knows how to name the tint accurately.]

How was the play received by the audience?

Terms and Phrases.

Farce ; comedy ; farcical comedy ; burlesque ; light comedy ; heavy comedy ; after-piece ; comedietta ; burletta (a comical or farcical opera) ; opera travesty ; musical comedy ; operetta ; ridotto (an entertainment of music and dancing) ; serio-comic ; comedy-drama ; comic drama ; low comedy ; monologue ; duologue ; a screaming farce ; curtain raiser.

Tragedy ; drama ; melo-drama ; melo-dramatic.

Pantomime ; harlequinade ; ballet ; the ballet-scene ; puppet-show fantoccina (a dramatic representation in which puppets are substituted for human performers) ; children's ballet ; miniature ballet ; sets ; corps de ballet ; oriental ballet ; series of tableau and specialities.

Pantaloon ; buffoon ; jester ; clown ; Thespian clown ; a gracioso ; comedian ; harlequin ; ballad-singer ; columbine ; buskin ; puppet show ; baby quadrille ; tableaux ; children's ballet ; the ballet-girl in pink and tarlatan ; acrobat ; burlesquer ; dance ; reel ; polka ; jig ; in tarlatan and gauze ; splendour of the transformation piece ; well-drilled choruses ; smart rhyming ; the leading danseuse ; premiere danseuse ; spectacular display ; Chinese or Japanese monstrosities ; mandarins ; courtiers ; the danseuse is a very graceful and charming figurante ; in tights ; in character ; grotesque ; amusing ; hilarious ; side-play ; serious and humorous events.

Pantomime was bright, bristling, and brim-full of fun and diversity ; pretty spectacle ; a libretto full of brightness, fun, and happy allusions ;

"the dialogue is pitched in flowing verse well pointed off with puns ;" "a transformation scene of dazzling beauty ;" grouping of the children very effective ; "an excellent company, tasteful scenery, gorgeous and appropriate dresses, bright, tuneful, and catching music, added to a smartly-written book, combine to make the pantomime an enormous success."

Stage Effects.—The play was well mounted ; *mise en scène* ; gorgeous apparel ; costly furniture ; curtains ; stylish costumes ; the dress and costumes all in the height of fashion ; success of the limner's art ; scenery ; general get-up ; mechanical effects ; paintings ; gorgeous tableaux ; wings ; the boards ; footlights ; orchestra ; before the curtain ; properties ; capitally set scene ; Dutch pieces ; elaborate get-up ; spectacular display ; dress of the present fashion, and all in good taste ; costly stage accessories ; sets ; cast ; piece ; playbill ; day-bill ; artistic background ; excellent illustration of stage management at its best.

Plot.—Development of the plot ; the tale ; the story ; stirring or comic situations ; *pièce de résistance* ; thrilling and exciting incidents ; plot bristles with fun ; episodes ; startling surprises ; unexpected *dénouement* ; an enthralling piece ; theme ; inaugural scene ; the plot is built on, etc. ; a problem play.

Local hits ; topical hits or subjects ; local allusions ; libretto ; book.

A piece of good acting ; clever ; artistic ; creditable ; brilliant ; animated ; gay ; winsome ;

light; meritorious; superior; talented; intelligent; studied; scholarly; accomplished; realistic; finished; painstaking; mirth-provoking; hilarious; side-splitting; funny; laughable; amusing; irresistibly comic; graceful; cheery; melting; vigorous; pathetic; affecting; moving; wonderfully realistic impersonation; a clever portrayal; admirable impersonation; sympathetic; subordinate part; the other characters were adequately represented; power and artistic finish in the portrayal of intense passion; splendid stage presence; played with vigour and finesse; played with distinct originality; presented a bright portraiture of; was *de rigueur* as; a clever conception; Mr. B. gives a singularly characteristic and bright portraiture of a young Irishman; played with freshness and vigour; admirable form; an actress of subtlety and power; an exceedingly bright comedienne; presented a stirring picture of the impetuosity of a beautiful woman; charmingly played; one in whom the audience takes a keen delight; a warm favourite; tact; exceedingly happy conception; that natural force of character which only an intelligent actor can impart; acts as an accomplished lady should; as laughable a rendering of the part as could be well given; an indescribable charm about her acting. The principal danseuse exhibited the poetry of motion most splendidly; picturesque skirt-dancing; a graceful display; fascinating attitudes; revealed the beauty and charm of which the art of dancing is capable.

Bad acting ; weak ; stagey ; fussy ; nervous ; out of her element ; hard ; uncouth ; stiff ; careless ; odd ; doltish ; stupid ; a novice ; not up to the work ; absurd ; giddy ; crude ; eccentric ; inartistic ; rough ; illogical ; stiff as starch ; seemed lost in abstraction when she should have been all attention ; had not overcome the preliminaries of knowing what to do with herself whilst *tête-à-tête* with another in conversation or dispute ; uneven ; creditable, but not brilliant talent.

Playing a double part ; duplicated.

Stage villain ; a thankless part ; repulsive character ; debased ; villainous ; acts well in an unthankful but leading part.

Charming voice ; warbled like a bird ; very clear in her upper register ; sang with an *entrain* that is admirable ; the principal leitmotives were upon the lips of all. (See Concerts.)

Character ; rôle ; impersonation ; part ; acted ; represented ; came out as ; in the character of ; took the part of ; gave a clever embodiment of ; took the title rôle ; was *de rigueur* as ; received excellent assistance at the hands of ; splendidly made up as ; rest of the cast was splendidly well filled, etc. ; too much gesture.

Interlude ; by-play ; half-play.

Miscellaneous.

Sparkling dialogue ; characters too prone to indulge in long prosy speeches ; too much padding ; irrelevant incidents ; the play flags ; needs cutting down ; unattractive characters ; the serious and the comic elements are not well

blended—combined—mingled ; fine scene spoiled by an untimely joke ; the funny man worked his one feeble joke to death ; prompter's voice was audible many times during the evening ; the rendering gave obvious signs of insufficient—inadequate—imperfect—rehearsing ; gagging ; playing to the gallery ; relished by the Olympians ; had a mixed reception ; received with vociferous and prolonged applause.

NOTE.—The reporter should never forget the difference between a mere notice of a dramatic performance, given as an item of the week's news, with such fulness or brevity as his instructions warrant, and a formal piece of dramatic criticism. No printed instructions can make him a good theatrical critic.

A special and extensive knowledge of the drama, ancient and modern, a long experience of dramatic performances and a cultivated critical taste, are among the essential qualifications of the dramatic critic ; the ordinary newspaper reporter will be wise to record his impressions with modesty and to chronicle the facts as he would other facts.

In circus and panorama notices, the day-bills and programmes generally afford all the needful information as to scenes, names, etc.

AGRICULTURAL SHOWS, Etc.

Get three copies of the schedule of prizes, two to mark the awards, in order that there may be no "backing," and the third for use in the yard.

Information to be obtained.

Ascertain how the awards are to be obtained.

Is a return made or not ?

Attendance, and leading persons present ?

General quality of the show ?

How many years has the show been held ?

Is it increasing in popularity ? If not, to what causes is the decline of public interest in it attributable ?

Judges (generally on the prize list) and other officers ?

Names of stewards, secretary, treasurer, and committee.

Street decorations, if any ?

Describe the yard.

In what department did the show excel ?

Who did the staging ?

Describe the arrangement of the staging.

On whose ground and in what hall is the show held ?

If under tents, who supplied the tents ?

List of the principal persons present.

Any excursions to the show ?

Who is the most successful exhibitor at the show ?

Any protests ?

Whose band ?

Are the entries more numerous or fewer than in the preceding year ?

Get copy of the tabulated statement showing the number of entries, etc., in previous years ; the secretary invariably has one in his office.

Total value of prizes (generally stated in catalogue or poster).

What is the state of the Society's funds?

CATTLE. — Number of entries? How many breeds represented? Which breed showed up best or occupied the foremost place as regards number and quality? Were the leading prize-takers show-yard animals? Inquire if the leading prize-takers have taken prizes elsewhere, and when was the last occasion? Was it as good a show of cattle as usual? In the leading classes get a description of the best points of the animals, drawing comparisons between the first and second prize-takers. If the pedigrees of the winners in the leading classes are not in the catalogue, obtain some particulars of the same. Name the judges of the cattle. How many classes for cattle? Total number in the yard?

SHEEP.—Similar questions should be answered: Which breed excelled—long wool or short wool? Was there a large show and keen competition, or otherwise?

PIGS.—Ditto, pointing out what breed took most prizes.

HORSES.—Ditto, also obtaining names of riders in the jumping trials; height of winning horses; and in the hunters classes what pack the winners follow. Among the entires, inquire what district the winners walk, and get descriptions of their good points.

OTHER DEPARTMENTS.—For horticultural and other departments of a large show, see under those heads in different portions of the work.

Phrases, Synonyms, Terms, etc. :—

CATTLE.—Prize-takers ; beasts ; oxen ; heavy animals ; the winner ; Mr. —'s bull, scale and character ; huge proportions ; large, massive beast ; mountains of obesity ; huge, enormous creature ; monstrous ; bulky ; unwieldy ; of great size and substance ; steers ; well-bred ; big animals, with surprising depth of girth ; splendid rent-paying stock ; leggy ; a little pinched ; lean ; kept poor ; not so successfully bred ; a good bull ; has all the points of a good stock-getter ; useful bull ; shoulders well developed ; top level and broad ; of great scale, full and fleshy down to the hock ; takes on meat very evenly ; remarkably mellow and fat ; handled remarkably well ; yearling heifers ; as fine a lot as can be seen in a day's journey ; the owner must be a successful breeder, and has a rent-paying herd ; remarkably wide beast, with proportionate depth of form ; compactness ; well-formed ; very promising ; head giving signs of good breed ; true outline ; the heifers will fill up and deepen into heavy animals ; will take a deal of beating ; most uniform animals.

MILCH COWS.—These are judged according to their milk-yielding power. Good specimens ; excellent in hair and colour, as well as in milking qualities ; a well-shaped lengthy dairy cow ; a cow with good merit and extraordinary fine udder ; "Milkmaid" appears to have been well named, having the reputation of holding out her milk yield to — quarts per day eight or nine

months after calving ; a beautiful creature ; presented a good udder.

OTHER COWS, ETC.—Very handsome specimen of the breed ; compact ; well-bred ; great depth of form, with large scale and capital udder ; compactness, symmetry, and quality ; not forgetting good breeding qualities ; as level as a die or a rail ; as true as a die all over ; large scale ; lengthy ; good in the quarters.

CATTLE GENERALLY.—Well grown ; high-conditioned ; heavy cattle ; whole carcass appeared to be loaded with fat ; full in form ; evenly pointed ; remarkable good coats ; squareness behind ; shoulders well laid ; hides of good colour ; good girth ; lengthy ; plain ; bare ; uneven ; bad middle part ; shallow ; poor.

SHEEP.—As compact a ram as need be found ; A's noted flock ; interesting variety of sheep ; straight in the upper loins ; capital neck ; big sheep ; very full in the chest, with uniform compactness and a broad development all over ; good neck and length ; considerable length ; fine specimen ; a grand front ; capital backs ; a good figure ; shapely form ; lengthy form ; shapely, and full of quality ; an animal of uniform symmetry, scale, and substance ; truly a magnificent pen of ewes ; fine, full, level specimens, far above the ordinary merit ; a picture, or model ; heavy wool-cutters ; healthy, sound sheep ; sturdy mountain sheep ; very big sheep ; a grand class ; exceedingly compact and well-bred sheep ; perfectly sound and healthy.

PIGS.—Very large pigs ; uniform ; well-bred ;

evidently a thorough-bred Berkshire ; lengthy ; young litter of excellent quality ; uniform depth of sides ; fulness ; capital hams ; the small breeds exhibited were of considerable merit ; good back ; very thick ; deep, with small bone and fine joints, affording evidence of high breed ; the sow was one of the best specimens of the breed, being very deep and massive in form, with a good middle, and remarkably fine bone.

HORSES (Jumping and other performances).— Jumping, leaping, and clearing ; brushed through the fence ; made a magnificent spring over the pool ; went over everything in a manner that a bigger horse might have envied ; jumped well ; displayed some temper ; cleared the water easily ; made the best of all-round clearances ; the first to show really good jumping powers ; made capital jumping at the hurdles ; showed to better advantage ; cleared hedges, fences, pool, hurdles, bar, cradle-jump, and all in a splendid ring ; in magnificent form. The going of ——— was good ; much admired ; a steed of high metal ; a steed of fine form and fashion ; a hunter of sterling worth, with a coat like satin ; jumped in good style ; showed a good turn of speed in the bargain ; cleared the water-jump in a leap and a bound that were remarkable ; good in style, manners, and action ; cleared his fences well ; jumped very nicely ; went round with evident ease, clearing everything ; dashing style ; preparatory canter ; a good all-round performer ; tractable temper and a hunter of wonderful goodness and cleverness ; good action ; balanced himself well on his hind

legs in getting over the fences ; seemed to be able to get over the fences standing or flying at the will of the rider ; will cover an enormous width as well as height ; was very cleanly handled ; had the advantage of a jockey who knew his business thoroughly ; wonderful length of stride ; powerful, but as handy as a kitten ; a clipper ; a good-mannered horse ; a handsome up-standing animal, good enough to cross any country ; a prime lot of high-bred and handsome animals.

Bad performance ; could only make off and on jumps ; rushed at the fences, and then bolted at a tangent ; refused to take a fence ; wouldn't look at the fences ; picked and chose her fences, clearing some, and getting over others somehow ; not taking the water-jump with a good head ; was in bad hands ; roughly handled by her rider ; failing to get over without wetting her feet ; displayed a bad temper ; rash ; tipped the fences ; crushed the fences ; restive ; bolted ; refused ; kicked out with the forelegs ; got entangled in the hurdles ; had a trick of rushing at the fences ; required a little coaxing ; did not see the fun of it ; showed an aversion to the hurdles ; not very tractable in temper ; a puller ; hard-mouthed vixen ; "bicked" at the fences ; got too close to the fences before rising, which is the fault of her training ; made a liberal display of lather ; unmanageable ; not always in the humour ; rather vicious.

HUNTERS.—Breed, etc. ; stout speedy horse ; fashionable animal ; a hunter of true formation ; able to move under great weight ; well-developed

hind-quarters ; fine texture of coat : an unmistakeable mark of high breeding ; a thoroughbred hunter can scarcely be too strong and thick ; should have strong, low, muscular, bony form ; a shapely animal ; wonderful stamina ; exceedingly good proportions ; powerful shoulders ; hips strong and wide, with a back like a feather bed ; thighs strongly developed ; strong limbed, yet has lively action, which are qualities that go to make up a good hunter ; appears to combine strength with good action ; a strong-bred chestnut ; muscular and symmetrical.

OTHER HORSES.—*Stallions* : spirit ; muscular power ; fine constitution ; capital front ; good quarters ; a very high, powerful horse ; possesses all the properties of vigour and constitution ; strength of muscle and just proportion of bone ; neck broad ; deep chest ; barrel round and deep ; back broad and rather short, and somewhat curved over the loins. *Blood mares* : large in body ; well-shaped carcass ; roomy ; clean legs ; wide, large, and round formed barrel ; standing well forward ; lively action ; frame deep and compact with fulness at the sides, which makes her more massive than she looks ; more of the useful stamp, rather than approaching the ideal of show-yard excellence ; roomy chest, with broad loins and quarters ; well ribbed up. *Colts, etc.* : useful stamp ; promising ; shapely ; well shaped ; promising young horse ; strong limbed.

Machinery in motion, etc.—The proprietors of the stands will give the needful information in this department.

Decorations, etc. — See the secretary, or the person taking the initiative, if possible, and ascertain from him whether there is a decoration committee, and obtain particulars, including description of triumphal arches, etc., and the cost of the decorations.

Terms, etc. — Flags ; bunting ; royal standard ; Union Jack ; banners ; streamers ; royal ensign ; ornamental work in evergreens ; coloured Venetian masts, each carrying a trophy of five flags, surmounted by a handsome gold crown, and lines of streamers running from pole to pole ; festoons of triangular flags ; profuse display ; town ablaze with bunting ; shields ; bearings ; devices ; triumphal arches ; bowers of evergreens ; strings of flags canopied the street.

NOTE.—The reporter cannot be in the show-yard *too* early if he has a long report to write. The general particulars, as to number of entries, etc., must be secured early ; it may be difficult to obtain them at all later in the day, for the officials will then be too busy. In large shows a return of the prize-winners is made every hour in the secretary's office ; but when this is not the case, the reporter must go round and fill in the awards from the prize-cards. In any event, two copies of the prize list should be cut up and arranged so that the winners need only be marked on one side of each page. In going round filling in the awards, the information needed as to the merits of the animals can also be collected. It is always desirable to be able to give the reason why the blue ribbon was given to this horse or that bull ;

to draw comparisons between those placed first, second, and third; and to mention the most prominent points in the prize-winner. The more fully and correctly a reporter can do this the more readable and valuable will his report be. There are always plenty of leading agriculturists who will readily give information and express their opinions. In the principal classes it is very desirable to inquire whether the best animal has won prizes elsewhere. At the larger shows there are several reporters in attendance, and while one is obtaining the list of awards in one department, another is doing so in another part of the yard, and they subsequently exchange. The newspaper requiring the *fullest* report may send a corps of men to the show to take separate departments. A reporter should have decided as to the length of his report before commencing operations, and should act accordingly. He should also know the form in which the list of awards is set out in the newspaper which he represents. Some papers run the list on in nonpareil, others have break-lines only for the departments; whilst weeklies, and local papers generally, set out the awards very fully with a break-line for each prize, also giving the "highly commendeds," a somewhat unusual thing to do on a daily.

Phrases, etc.

HORTICULTURAL AND FLOWER SHOWS.—Valuable plants; successfully grown; large, brilliant blooms; attractive; richly coloured; heavily

bloomed ; fine plant ; magnificent plant ; superb ; much admired ; handsome fruit ; showy collection ; evidence of high cultivation. *Roses* : splendid bloom ; good in form and colour ; delicacy of colour ; fragrance of perfume ; heavy heads ; distinctive sweetness. *Fuchsias* : conspicuous for bloom, shape, and colour. *Orchids* : magnificent specimens of flowering orchids ; grand collection ; mass of showy bloom. *Rhododendrons* : of remarkable beauty ; masses of showy bloom. *Geraniums* : of every hue ; large and heavily bloomed ; richness of colour and markings. *Ferns* : admirably represented. *Dahlias* : magnificent blooms shown ; very large blooms, compact and well quilled ; the colour and form of the specimens were admirable ; "some of the dahlias were perfect models, and very large blooms, while in other cases new and undeveloped shades were produced." *Palms* : of immense size. *Pelargoniums* : large trusses of good size, and borne very freely ; solid with rich blooms. *Verbenas* : of the best varieties ; grandly developed blooms ; the winning exhibits were a deep red scarlet, very fresh and effective. *Begonias* : well-deserved cultural commendations ; the plants were of large size, and splendidly flowered. *Coleus* : in different hues. *Chrysanthemums* : will bear comparison with those of any previous year, both as regards size of flowering and of bloom ; systematic petals. *Azaleas* : beautifully coloured. *Caladiums* : highly coloured. *Cinerarias* : with broad masses of coloured star-like bloom.

Apples and Pears : delicious, and early, and

noted sorts. *Gooseberries*: large as August plums; noted sorts; delicious, or luscious fruit. *Grapes*: colour and size of berries. *Tomatoes*: exceedingly well grown.

↓ *Potatoes*: heavy croppers; productive; extraordinarily large tubers; prolific. *Celery*: large and crisp. *Onions*: large and heavy. *Turnips*: an excellent sort. The *Cucumbers*, *Marrows*, etc., were "the acme of perfection"; very productive.

NOTE.—The reporter should first arrange to get the list of awards. In well-arranged shows the secretary has an assistant accompanying each set of judges, marking off the prize-winners in a book, so that when the judging is over, the list of awards can be at once communicated to the reporters present; and if there are several in attendance, the work, with the aid of manifolding, can be divided. But the reporter must not take it for granted that in any specific instance this course will be followed. He must be prepared for a more troublesome process. In too many shows it is necessary to go round the exhibits and copy the names from the prize cards. This is trying work in a large show; and the reporter, unless he can divide the work with the representatives of other papers, should engage someone to assist him, and charge the expense to his office, for the time is limited, and in a few hours the exhibits will be removed. It will be desirable, too, in such cases to commence operations immediately after the judges have begun their work, especially if the reporter represents a daily paper. Weekly and other local papers usually add the names of

the gardeners in the leading open classes at a large show. Some of the gardeners are always ready to give their opinions as to the quality of the show generally. The catalogue might be utilised, in almost all cases, for making out the list of awards. Two copies should be procured, so that none of the pages will be "backed."

From some gardeners present the following information may be obtained :—

In which of the sections is there the greatest increase in the number and variety of exhibits? Is there any falling off, as compared with former years, in the entries for any, and which of the entries, or in the quality of any, and which of the exhibits? Which are the best exhibits in the open sections? Ditto as to cottagers' and amateurs' sections? What kind of fruit showed up best? Ditto as to flowers? Ditto as to cut flowers? Ditto as to vegetables? What are the merits of the show of grapes, and are there many varieties, and what sorts won? Is it a good season for them? Cucumbers, length of winning lot? Give the names of the sorts of potatoes which take prizes. What kind of season has it been for roses? What is the professional opinion of the show of roses? Ditto as to dahlias, chrysanthemums, and other leading classes? Ditto as to orchids generally? Pineapples, what kind of show? In stove and greenhouse plants what plants took the leading prizes?

SPORTS AND COMPETITIONS.

Information to be obtained.

Get two programmes.

Where held, description of place.

Condition of track, road, course, field, ground.

Was the weather fine, and favourable to competitors?

Names of president, judges, umpire, referee, starter, field stewards, secretary, marker, whip.

Obtain exact name of society, club, association, hunt, meeting, or body under whose auspices the meeting has been called.

Particulars of competing clubs or teams and names of captains, and, where necessary, of individual competitors, especially any from the Colonies or other distant parts.

Number of entries, heats, classes.

Distances, colours, rules, conditions.

Is it a return match, annual meeting?

When and where is the next?

Who won the toss? Was the starting good?

Any records broken?

Ascertain the results correctly.

How was the sport and attendance compared with last year?

Any betting? decorations? refreshments? music?

Prizes, by whom provided and given away?

Were the prizes open to all comers? Any protests?

Which was the most popular event?

Give names of any eminent or noteworthy persons present.

In the event of an accident get name, address, and occupation of person injured. How did it happen? Was a doctor on the ground? If so, get full name.

Were the sports followed by a supper or dance? Any illuminations?

Questions, Terms, Phrases, etc.

ARCHERY.—York rounds? National rounds? Number of arrows shot on each round by ladies and by gentlemen respectively? Distance of targets? Who had first and second for hits, first and second for score, and who for the greatest number of golds?

It may be convenient for the reporter to refer to back numbers of his paper to see in what form the scoring is "set out." In archery a gold counts 9; red, 7; white, 6; black, 3; outer white, 1; and miss, 0.

BOWLS.—What number up? Rinks; turf; sets of three aside; bowl jack; rubburn; turn; ran merrily; shot too lively; bowls; wide; close; handled the balls skilfully; trundled the balls with great judgment; old or new green; in good condition or otherwise.

BOAT-RACING.—Oarsmen and coxswain in leading boat; trainer; dinghey race; skiff racing; punting races; canoe races; sculling: double sculling; a scratch eight; upstream course tested the stamina of the competitors; kept abreast for a long time; a neck-and-neck race; easily forged

ahead ; evenly matched ; quickly gained the lead ; winning crew ; pulled well together ; gained at every stroke ; a popular win ; a well-timed and well-executed spurt.

[See also under the heading "Regattas."]

CHESS MATCHES AND TOURNAMENTS.—How many contests ? How many contestants ? List of their names and of clubs (if any) represented by them. Any famous players among them ? Particular openings adopted by each player. Any rapid players ? Any exceptionally brilliant play ? By whom ?

Reporters are rarely expected to be present throughout a protracted chess match. Sometimes, however, a descriptive notice, with comments on the performances of the principal players, is needed, especially as regards contests of importance. In these instances the reporter should, if possible, attend at the commencement of the proceedings and again at the close of each day's play. Detailed lists of the moves he can obtain from the secretary.

COACHING.—Ascertain name of coach and owner. How long has it been running ? Distance of the run. How often do they change horses, and where ? Total number of stud. How long is the coach likely to run—only during the summer months ? Fares. Is the master a member of the Coaching Club ? Colour of the horses, their build, style, etc. What colour is the coach, and who is the builder ? Is the team a light, heavy, or medium one ? What are the stoppages *en route* ? Describe the country. Spanking team ; light

team ; heavy team ; handling the ribbons ; a Boadicea (a lady) on the bench ; the team looked spick and span ; near wheeler ; off wheeler ; near leader ; off leader ; bays ; browns ; dark-browns ; light-browns ; black-browns ; chestnuts ; team ; quartet ; pair ; tandem ; skittish ; mettlesome ; prancing ; fractious ; grand team ; well handled ; worked well ; very tractable ; capitally trained ; as close as Siamese Twins ; moved like a complete piece of machinery ; fresh as paint ; able to go the pace.

COURSING (in the open).—Where was the draw held the previous night ? Under whose superintendence ? Principal persons present ? What was then the betting ? Any speeches and toasts after the draw ? Names of the favourite dogs ? Whose ground was coursed ? Who were the gamekeepers who led to find hares ? Where was the trysting-place ? State of the betting in the morning, and whose dog was made the leading favourite ? Give the number of dogs entered. Total value of stakes. How many hares were put up altogether, and how many courses ran during the day ? History of the winning dogs, and their pedigree, if obtainable.

Dogs ; brace of dogs ; trio ; slipper ; slips ; hunted ; tried ; drawing ; puss ; hare ; fawn ; leveret ; form ; flecked ; double ; scent ; cold scent ; cote (when the greyhound goes endways by his fellow and gives puss a turn, the cote is the first turn) ; leash ; points ; first turn (two wrenches stand for a turn) ; beaters ; scut (the tail of the hare) ; stretches (distances between two

turns); fleck the hare (treading off the fur); wrench (half-turn).

Rattling good greyhound ; a black, brown, fawn, grey. Badly slipped ; escaped from the slipper's hands ; delivered the dogs ; W's slipping was up to his usual unapproachable form ; the dog lost one of his clees ; started a hare ; hare nicked through the hedge and escaped ; hare worked against the dogs ; endeavoured to elude her pursuers ; puss broke back ; a strong hare ; she escaped to covert ; the hares were very wild and strong ; the best in a difficult and trying course ; had narrow escapes ; ran a good course ; performed beautifully ; went fast, with plenty of fire ; B drew out three lengths for first turn, and had all his own way in an average spin ; C B, who made a wretched attempt, but scoring nothing but the death ; C went up three lengths from S, and, although he ran wide, shot on to the scut for the second before his opponent could score ; as puss broke back, sticking nicely to the scut.

NOTE.—It is important before the coursing commences to ascertain the rules of scoring which the judge or judges will adopt. They will state these at once if asked. Stonehenge, in his "Rural Sports," gives a very long description of coursing, with the rules, etc. It will be found that nearly everything mentioned above also applies to enclosure coursing. Though the reporter may generally obtain an interview with the judges after the coursing, and get some valuable comments on the day's sport as a whole,

and on the winning dogs, he will be entirely dependent on his own resources for the details of each course, and these will require diligent attention on his part. Coursing in the open involves many miles of walking and running.

CRICKET.—Unless a pretty full introduction is needed, a reporter on a weekly paper, if he understands the scoring book, need do no more than see the book after the match is over, when he should not only copy the scores, but also the analysis, and the tally showing the number of runs recorded when each man went out. The reporter who is reporting by telegraph the progress of the game from time to time for publication in successive editions of his paper, should make his own notes as the game proceeds, checking them with the “scorer’s” figures in the intervals between the retreat of one batsman from the wicket and the appearance of his successor. Get the order in which the batsmen will go to the wicket before play commences, and the names of the two captains and umpires, and of any noted cricketers in the team. Unless the reporter happens to be personally familiar with all the players, he should secure the company of at least one of them, so as to ascertain promptly all the names he may require ; *e.g.*, the name of a new bowler when that functionary is changed ; the name of a player who makes or misses an important “catch” ; the name of any player who sustains an injury, etc.

CYCLING. — Bicycle, cycle, bike, push bike, tricycle, tandem, lady-back tandem, path-, road-

racer, roadster, light roadster, cantilever, three-speed gear, fixed-, free-wheel, coaster-hub, road-, path-racing, motor pacing.

Motor-bicycle, motorcycle, motor bike, motor tricycle, side-car, fore-car, fore carriage, tri-car, trailer, three-, four-wheeler, quad-car, light-weight, pedalless-motorcycle, passenger machine, military model, single-, two-, twin-, four cylinder, auto-wheel, two-stroke-, four-stroke-engine, four-cycle type, valveless engine, $3\frac{1}{2}$ h.p. tourist machine, 5 h.p. racer, standard model, Model de Luxe, free engine pulley, two-speed gear, hand starting, variable-, adjustable-pulley, automatic inlet valve, mechanically operated valve (M.O.V.), even-turning movement, engine flexibility, accessibility, handle-bar control, belt transmission, gear driven, chain drive, bevel gear drive, magneto-, accumulator-ignition, Tourist Trophy race, non-stop run, compulsory stops, controls, hill-climbing test, reliability tests, record attempts, record breaking, 24 hours' trial, traffic stops, voluntary stops, private owner, trade entrant, amateur-, professional-rider, trade representative, the butterfly motorist, exceeding the limit, inconsiderate driving, road hogs (other road users), rolling wreaths of dust, throttled to fifty miles an hour, light pedal assistance, the fascination of speed. [See also "Motor Exhibitions."]

FOOTBALL.—Get the names of the players on both sides and their positions, before the game commences. Association or Rugby football? If a match in connection with other district clubs, for a challenge cup, inquire if the match is a first,

second, or the final tie. Any famous players in either team? Ascertain the result of the match correctly. State of the ground? Attendance large or small? Get figures from secretary or other official of club owning the ground.

A reporter is allowed to follow up the players between the ropes and touch line when necessary; he should early in game put himself in communication with a member of the local club, or of the visitors' club, or both, who can tell him the name of any player when required, or give other information.

FOX-HUNTING, ETC.—Is it a “good hunting morning”? Was it a lawn meet? and if so, was there a “breakfast”? Was the attendance large? Name of the place where the pack was “thrown in, to begin to draw.” How was the scent—high or low? Where was the fox put up, and what direction did he take? How long did the run last? Was more than one fox put up? Was it a “severe and close” or an “open country”? Who were in at the death, and who got the brush? How many couples of hounds were out, and was it the dog or bitch pack?

Scent; scent laid low; was cold; could not be owned; scent laid high; breast high, and was quickly owned; could not own the scent; the scent was melted by the storm; in the next field the hounds threw up the scent, and they were drawn off for the day. Country; severe country; close country; open country; dirty country; the country rides well, but the fences are blind, and several horses are to be seen at an early stage

galloping riderless after the hounds ; the land riding light, and every fence negotiable ; hill meet.

The Fox : Reynard ; a vixen ; the varmint ; the hunted one ; on the brush ; a fine old dog-fox was put up ; an old acquaintance ; a bag fox ; brush ; pads ; mask ; killed ; pulled down ; the death ; died in the open ; was “ topped and tailed ” and flung to the dogs ; he was ran into and chopped up before one of the field arrived ; was tumbled over ; ran to earth ; got into a drain ; was unearthed after a lot of burrowing. The Hounds : the pack ; level pack, and beagles ; bitch pack ; dog pack ; mixed pack.

Field ; foot people (the latter are often called the “ contingent ”) ; a bevy of ladies ; a fine horsewoman ; rides in the first flight ; sportsman ; members ; fashionable thruxters ; a large detachment of the neighbouring hunt put in an appearance ; Mrs. — very well mounted ; several ladies who seemed to be thoroughly at home at their work ; a large bevy of sportswomen with good figures, light hands, brave hearts, strong nerves, short habits, and perfect horses. Lady —, who goes fearlessly and well ; Lady — knows neither fear nor doubt, and apparently has never heard of mistrust ; Miss C, who goes the pace splendidly, *or* to perfection ; a stylish horse ; a welter weight ; riding a chestnut horse up to a heavy weight ; a flyer ; a spanking steed ; a beauty ; as fit as a kitten ; fit to negotiate any fence ; a grand performer across country ; a high-mettled steed ; mounted on a master of any weight ; a dashing hunter.

Long run ; hares were played out ; a brilliant run across country in the direction of —, with the hounds in full cry and hard on the brush ; got a check in the fallows and the master had to lift them , hounds had a hard day ; fox doubled back ; hounds carrying a tremendous head ; brilliant run ; at the break several were pounded. The hounds were soon in full pursuit ; in hot pursuit ; following the trail ; once again on the scent. The fox decamped ; gave the hounds the go by ; finding a leash in M wood, we were soon away ; the fox broke cover in the direction of — and made for ; ran to covert ; dragged the covert ; very fast pace ; rattled away. The fox ran ring after ring inside the covert and at last broke at a point where the hounds entered ; “gone away” ; resounded through the woods. (N.B.—Upon leaving covert, the huntsman always gives a few notes on his horn.) The scent here failed and brought us to a check. The hounds were cast (that is, spread right and left), and then lifted (moved to another part of the locality), and we again found and got away at full cry ; hounds running breast high, and Reynard, being so hardly pressed, became clean pumped out and was run into in the open ; chevied him round the cover ; three foxes on foot and the hounds divided ; I went with the first division ; the hounds were whipped off to the right ; a capital burst over the open ; over the cream of the —shire country ; the run lasting twenty-five minutes ; Lord and Lady — riding in the first flight ; away at a racing pace ; took the fences at

a neck-or-nothing pace. The —shire fences take a great deal of getting over, compelling those who desire to be in the first flight to harden their hearts, bustle their horses, and go at them full tilt ; unless their hearts are in the right place and they keep their hands down they will, in sporting parlance, be “nowhere” ; glorious music of the whole pack ; full cry ; tally-ho ; yoicks ; so-ho ; chime ; full chime ; a noble old dog-fox was viewed, disdaining all the covers and taking to the ride, was run in full view until the open was reached, when, for an hour and a quarter he went across country at a racing pace without a check, and died before the hounds in the centre of the pack ; the field overshot the hounds ; the fox hung to the covers and could not be forced away.

NOTE.—A reporter required to give an account of a meet generally attends it, remains till the hounds are thrown into covert, and arranges with someone likely to ride in the first flight to dictate an account of the run. Where there is any difficulty about this course, the account may afterwards be got from the whip, or huntsman. Sometimes the master himself will be willing to dictate a proper description of the run. The preferable plan is to allow any such person to give the account in his own way, and then to ask him questions on any point on which further or clearer information may seem necessary.

GOLF MATCHES.—Club: play-club, long-spoon, mid-spoon, short-spoon ; baffing-spoon, driver, driving putter, putter, sand-iron, cleek, niblick ;

stymie ; tee ; bunker ; putting green ; green ; links ; caddie ; hazard ; bunkered ; swiping ; holing ; heeled ; teeing up in bunker ; dormy ; short putt ; long putt ; round ; foursome ; played a foursome ; tee-shots ; brushing the line of the putt ; lifting the ball ; stroke.

In order to be able to write a descriptive account of any important contest, or of a match which, for any special reason, arouses a good deal of local interest, the reporter needs to go round the course with the players. If not himself a golfer, he should secure the company of some friend who is, and who can help him with comments on the play. He should be careful to verify the score afterwards. For ordinary matches, where a descriptive account is not required, he can ascertain the results and other necessary particulars from the records at the golf club, or from one of the officials who arranged the particular match.

HORSE-RACING.—Get a race card at the earliest possible moment, together with a spare copy, or some slips from the printers, of the day's programme. Is it an old-established meeting or "old hunt fixture," and how many years held? Notice which is the chief event on the card, and deal with it accordingly. Get a description of the course (there is generally an inner and outer course at hunt meetings). Was the ground holding, or otherwise? What horses carried penalties, and why? Where did the winners run last? Get the "figures" in the selling races. If for a daily, on the previous evening get the order of

running for the morrow, scratchings, "over-night" entries, etc.

The "talent"; betting fraternity; supporters; the public. Bookmakers; fielders; pencillers; the talent "drew blood out of the fielders"; the fraternity. Ridden by; piloted; owner up; Archer up; mounted; jockeyed; in the saddle; held the strings; astride; on board; steered; was the rider. Course; yielded splendid going; heavy going; light going; was in good going order; holding; hard; soft. A strong field of ten started; sported silk; were away; faced the starter; were coloured; put in an appearance; a dozen beauties were sent on their way; came up to scratch; made play; twelve combatants; a grand parade of twelve runners made play. Fall; spill; fell a sprawler; a tumble; had a roll over; fell badly; fell heavily; came a cropper in an overleap; came a purler; came down heavily; was disabled; badly knocked about; rendered useless; came to grief; proved a vixen; fractious; displayed bad temper; refused; bolted; reared and plunged viciously. Betting on and against; the N Cup produced some cross betting; bled the talent; hedging, welshers, legitimate and illegitimate business.

The race; exciting finish; raced up the straight; a neck-and-neck race up the straight; preliminary canter; came in full of running; won as he liked; in a close flutter up the straight; a brilliant struggle; exciting struggle; racing hard into the bend; ran a perfect wretch; came at a tremendous rush from the distance; A and B drew

clear away ; in the meadows the Chesterfield mare challenged and passed ; she came away and walked in ; made play at a strong pace and was never headed ; ran in close order into the straight, when the three placed drew out ; Rolicky winning by the shortest of necks (a head, neck, length, half length, etc.) ; ran in open order ; was caught in the last few strides ; was done for in the meadows ; was clean beaten ; was beaten off two furlongs from home ; was out of the running ; beaten off ; was never fairly in the hunt until, etc. ; ran away from the remainder of the field, and cantered in ; a rattling good field of 16 ; made play ; came away, and walked in ; ringing the changes in the meadows ; fell over the fences in the meadows ; Windermere, who has shown a liking for this course, again won the Selby Stakes in a walk over ; Beeswing showed the way into the meadows, when Merry Duchess drew up, and after pressing the pace took command and walked in ; Diana made all the running, with Princess in attendance, who pressed her hard in the straight ; won by half a length ; Judy ran very ungenerously ; showed the white feather at half the distance and retreated ; fell back ; was done for ; fell to the rear. Good finishes ; in the betting the Ledbury mare divided honours with Rosetta ; the betting was quiet ; brisk transactions ; some heavy metal was laid (or sacrificed) on Beatrice for the Croydon Handicap ; the talent sustained a crushing defeat ; not a cent was laid on her ; the betting started even, or with a call ; a winner unexpectedly turned up in Merrythought ;

Gertrude proved the good thing she looked for the Malvern Stakes ; most money was invested on, etc. ; Dee had heavy metal behind her for the cup, and proved that the confidence was not misplaced ; started a warm favourite ; was well supported. Pulling (holding the horse in) ; pulling double ; full of running ; showed wonderful mettle ; wonderful endurance ; game to the last ; a strong horse.

It is important to get as much information as possible from the secretary before the racing commences, and the reporter requiring full particulars should be present the previous night at the place where the entries, order of running, scratchings, etc., are made, altered, and discussed. The prices at which the horses in the selling races are sold should be obtained. The sale takes place immediately after the race. It is easy to report a race meeting if the *modus operandi* is understood. The first thing (after obtaining the preliminaries mentioned above) is to get the weights and names of the riders as the jockeys are being weighed by the clerk of the scales. All having "weighed out," the runners have a preliminary canter ; it is desirable that while this is in progress the reporter should be in his place on the stand, so as to get to distinguish each horse by the colours marked on the card. Then a start is effected, which should be carefully watched and described in terse sporting language, being reduced to writing at once. The race being over, the judge should be asked how much it was won by. The leading bookmaker will supply the

correct betting. Between the periods of weighing out, preliminary cantering, weighing in, etc., there is ample time to write out the particulars of each event fully, and to wire results of each race, together with the betting, to several newspapers if necessary. In reporting a race meeting the introduction may be written after the business is over, the prominent features of each race being commented on in proper sporting parlance. The considerations that influenced the betting should be given, and the luck and defeat of the favourites pointed out. Mention what was the closest event of the day, and give greatest prominence in the comments to the principal race on the card.

HOUNDS, AND JUDGING OF PUPPIES.—The new entry of young hounds is judged every spring at the kennels, when prizes are awarded for the best puppies “walked” by tenant-farmers and others during the season.

Has the health of the pack been good throughout the year? Has the distemper broken out among the hounds during the year? How many braces of foxes have been killed during the season now closing? How many packs (of twenty-six couples) are there, including the new “entry”? Of what blood are the hounds? Are any of those who “walked” puppies last year successful this year? Do not fail to get the names of the persons who walked the young hounds. Names of the dams and sires of winning dogs and bitches. Describe the points of the winning hounds. (This can be got from the judges afterwards, if necessary, or by interviewing the huntsman.)

Visit the stables, to say something about the stud.

See phrases, etc., to Fox-hunting. In reporting the above, be careful not to use the word "dogs" in speaking of the new entry. Some packs are under a joint mastership. In other cases the master may be the huntsman, and in that case the first whip is called the kennel huntsman.

LAWN TENNIS.—Ball ; net ; racket ; score-book ; court ; right half-court ; left half-court ; server (the player first delivering the ball, the other being the "striker out") ; side line ; service line ; half-court line ; marker (the instrument for marking out the courts) ; seize ; love (nothing) ; fifteen all ; bisk or "bisque" ; "smashers" ; twist ; settle all ; let (when the ball being served touches the net in going over) ; volley ; volleyed ("taken" before the ball touches the ground) ; return ; returned ; stroke ; service ; drop ; fault (service delivered from the wrong court) ; vantage ; deuce (if both players have won three strokes the score is called "deuce") ; in play (a ball is returned or in play when it is played back over the net before it touches the ground a second time) ; sides ; odds ; sets ; concluding set ; half-fifteen ; fifteen ; half-thirty ; thirty ; half-forty ; forty ; half-court ; games all ; tournament.

Player's first delivery ; good return ; bad return ; some volleys in this round were most exciting ; showed greatly improved form ; the victor by six games to two ; five games love ; victorious

by six games to four, many of the games being called deuce ; L beat C by two sets to love.

It is unnecessary, even in the most important of tournaments, for the reporter to be in attendance, taking note of the game, throughout. To describe every volley would make a report tedious to the ordinary reader. At the close of the proceedings the umpire or secretary will always be ready to dictate, or to give sufficient information to enable the reporter to frame, a suitable introduction. The following is the correct way to report the scoring :—

GENTLEMEN'S SINGLES (Handicap).

Messrs. H. Pulling, H. G. Pulling, Venables, Miles Wood, and Dr. J. H. Wood (scratch) ; Mr. H. Price, 2 bisques ; Rev. P. Whitefoord, half 15 ; Captain Archdale, Rev. J. Lander, and Major S. Raikes, 15.

First Round :

Mr. H. Pulling beat Captain Archdale (2-6) (6-4) (retired).

Dr. J. H. Wood beat Mr. Venables (5-6) (6-1) (6-4).

Mr. Miles Wood beat Mr. H. Price (6-1) (6-2)

Major S. Napier Raikes beat Rev. J. Lander (6-4) (6-3).

Mr. H. G. Pulling beat Rev. P. Whitefoord (6-3) (6-4).

OTTER HUNT.—Are there many otters in the river ? Have fishermen complained of them ? Was the river flooded, or otherwise. Describe the river and scenery—was it rocky, sandy, shal-

low, deep, wide, narrow, running through gorges, or what? Where were the dogs put on, and at what time? Had an otter been padded or marked thereabouts on the previous day or recently? Was the hunt up or down stream? Where did the hounds come from on the morning of the meet, and how were they conveyed thither? Where had they been hunting last? When were they on this water last? At whose invitation did they come? How long after the start did the hounds speak to an otter? Name the spot. Describe the hunt fully. Where did the kill take place? Who tailed the otter? Was it a dog or lady otter; its weight, and was it flung to the dogs (after the pads and mask were taken off) or not? How many otters were killed?

PLOUGHING, HEDGING, DITCHING, AND OTHER COMPETITIONS.—On whose ground held? How many fields occupied by the competitions? What are the fields—clover, leys, wheat, or barley stubbles, or what? What is the quality of the work? and point out which class did the best work. Give the number of farmers' sons competing, and how did they plough? What such work was done in the boys' class? Any hedging and ditching competitions, and, if so, number of competitors, and what was the quality of the work? Name of the hotel where the society's dinner is held. Any cottagers' prizes? Who is the occupier of the land? What maker's ploughs were the most numerous? Conditions of the ploughing—is it half an acre, and within what time? Nature of the soil—gravelly, loamy,

clayey, or what? What effect has the present weather upon the land? How many of the classes were open classes? The list of awards should be carefully copied after the ploughing is over. Any prizes for the best turns-out? Whose pair of horses were the best, and what colour were they? Any prizes for farms, and, if so, list of farms entered, and why was the winner awarded the prize?

The list of awards and the judges' names are, of course, the most important points. Answers to the foregoing questions will be needed in order to write a detailed introduction. The reporter should also consult some substantial farmers on the ground, who will give useful information. Except where a detailed report is required, the names of the society, the judges, and the occupier of the land, together with the number of competitors, total value of prizes, number of fields occupied by the competitions, and the nature of the soil, with the effect of the weather on the land, will generally be sufficient, in addition to the prize-list and a programme. The list of "makes" is obtained from one of the implement makers' agents or representatives on the ground. It is their practice to enter the name of the maker of every plough in a book kept by them for the purpose. With the aid of one of these lists the reporter can add to the name of each prize-winner in the list of awards the name of the maker of his plough. An hour generally intervenes between the end of the judging and the public dinner in the evening, and this is the best time to find

the secretary to get the prize-list and other information.

It may be interesting to state that, in some districts, the judges like to see the furrows well on edge, while in other places they prefer round furrows. All depends on the symmetry or regularity of the furrows, and their uniform depth. Each competitor has to turn up a "back" and a "rean," or two backs and a rean. A common fault is that of making the ridge too high in the back, misjudging the finish, or not "gathering the reans" in compact form and nice regularity from beginning to finish. The utility of long boards over short ones, and of wheel ploughs *versus* swings, are points that are generally debated at these meetings.

It is customary with weekly papers to publish the names of those present at the dinner. Reporters often find it sufficient to "turn up" at the hotel about an hour before the dinner to get all particulars. But on a fine day it is instructive, interesting, and pleasant to get on the ground and witness the competitions, discuss them with an intelligent and good-natured farmer, and accompany the principal visitors to the homestead to luncheon.

REGATTA.—Get programme, which will give the names of the officers, viz. : Commodore, judge, starter, stewards, and particulars of the prizes. It is important to inquire whether any of the vessels competing are reputed prize-winners, and to bring that out in the report ; and the time of each boat must not be forgotten. Description

of the courses. What signals are used? Deciding colours. Names of the "station" boats, and who commands? Any of the yachts got flying jibs, and if so, what sort? Get weights of yachts, sailing boats, and other craft competing, before proceedings commence, if possible. These particulars should be on the programme. Get prize-winners correctly, and the time taken by each vessel in the competition. Are there any yachts or other craft competing bearing any special reputation? What is the allowance of time for tonnage? What restrictions as to the amount of tonnage? Are lots drawn for stations? What sails are carried? Number of hands on each craft. What is the signal for starting? Get the names of the builders of winning boats, and a brief description of each of them.

Stem; stern; rudder; starboard (to the right); port helm (turn to the left); tiller (handle of the rudder); mast; sails; vane and spindle; spars; bowsprit; main-mast; top-mast; flying sails; boom; main shrouds (jib and fore-sail before the mast, the main-sail behind); yachts; half-decker; open sailing boat (has a fore-sail and a main-sail); athwart (across); ballast; bearings (direction of the vessel); davits; draught (depth of the vessel under water); fenders; fore-castle; gangway; grapnel (small anchor); hatchway; hatches; helm; tiller; luff (to steer near to the wind); lurch (rolling on one side); scudding (running before the wind); under weigh (starting); tack (to make a decided change in the course without wearing); wake (path which the vessel makes

behind her); wear (to come round in the opposite direction to tacking); beating up (sailing against the wind, thus having the wind always "on the quarter." The wind is "on the starboard tack," when blowing "on the starboard quarter"; this is called "the weather side," and the opposite "the lee." If the wind blows on the port side the vessel is said to be "on the port tack"; the "port" side is then the "weather side." When in steering she is brought near the wind, she is said to "luff"; and when further from it, "wearing away." To "luff" the helm is said to be "put up"; when "bearing away" it is "put down," or is "a lee." In order to beat up, the gib sheets are "hauled well in"; shaped her course to windward; ran ashore; on the mud; the boats were all fouling; carried away her bowsprit shrouds on the port side; lost her bowsprit; rail carried away on the starboard side; sprung her topmast; close hauled; craft; canvas; heeled over; swamped; calm; becalmed; placid; calm as a lake; squall; squally; breeze; slopping sea; swell; ground swell; heavy ground sea; gale; storm; hurricane; wind was gusty; necessitated reefing down; so calm that it was feared the competition would become a drifting match.

Head to the wind; bringing her to her moorings; all canvas ready for setting; not able to bear her canvas; carrying a great spread of canvas; the eight-oared outrigger had a powerful and evenly-matched crew, directed by an able coxswain, and sweeps along like a well-made machine; the handy pair kept going in a regular

swing ; long light skiff ; darts ahead ; yachts tack to and fro across the river ; carrying the whitest of sails ; beating up against the wind ; wearing ; raced ; beating up against a heavy sea and a strong head wind ; sail-over.

A seafaring man on board is generally available from whom interesting bits of criticism may be obtained. Before writing out his report, a new-comer on the staff should turn over the file of the newspaper, and see exactly in what form previous reports have been given. A dinner generally follows the day's contests.

RUNNING, WALKING, ETC.—Endurance ; pluck ; staying powers ; spirited ; rash ; flurried ; staying qualities ; muscular ; thoroughly fit ; splendid vigour ; in good form and training ; took things easy at the start ; bolted to the front ; came away ; pulled, or spread out ; ran away from the others ; came to terms with ; attended ; ran in a cluster ; others well up ; pressed the pace ; near or close finish ; retired ; soon out of the running ; was done for ; was soon winded ; the strain began to tell ; obliged to slacken speed ; could not maintain the pace ; out of condition ; fell to the rear at half distance.

The following particulars should also be given in all cases :—Names of the favourites ; handicap distance ; length won by, and protests made (if any). The reporter may be recommended, as in other cases, to look up the file of his paper to make sure of the way in which Athletic sports are customarily set out in it. Some newspapers give introduction in minion, and programme in non-

pareil, with break lines ; others run the whole report on in nonpareil. (See reports of Athletic meetings in the *Sporting Life*.)

In a separate foot race the following particulars should be obtained :—Names of the two contestants ; their addresses and pseudonyms ; amount of the stakes ; state of the track ; whether both men started at scratch ; names of judge, referee, and starter ; precise time occupied by the race ; the length won by ; whether any protests have been made and by whom, and whether the men have arranged to run again, and if so, when and upon what terms.

ACCIDENTS, ETC.

COLLIERY EXPLOSION. FIRST DAY.

Name of the colliery, and at what hour did the explosion take place ?

To whom does the pit belong ?

What is the depth of it ?

In which seam did the explosion take place ?

Cause of the explosion ?

Effect of the explosion ?

Was the shock caused by the explosion felt in the neighbourhood ?

Who were the first on the spot ?

Who were on duty at the time at the mouth of the pit ? Interview them.

How many men are employed in each shift ?

How many were down at the time of the explosion ?

How many of the number are saved ?

What sort of coal is worked in the pit?

Was an electrical-driven coal-getter or "iron man" used?

Who is the manager?

Who overman?

Was the explosion likely to have been from fire-damp, or what?

What means are used for ventilating the pit?

Describe the scene at the pit's mouth.

What was first done upon the explosion being discovered?

Who were the explorers? Who first volunteered to go down? How many men went down? How far did they penetrate? Was the Meco breathing apparatus used? What was the result?

What is the size of the pit, and how long has it been worked?

Has there been an explosion in this pit before, and if so, when, and how many were then killed?

Was it in full work at the time of the accident?

Who is the Government inspector for the district?

Who are his assistants?

See log-book, if possible, and find out inspector's last entry in it.

Get from timekeeper, or other official, the number of colliers, timbermen, haulers, bottom cutters, labourers, door-boys, hitchers, overmen, masons, etc., employed in the pit.

Get list of missing as soon as possible.

Get narratives of any survivors without delay.

Names of doctors in attendance?

Among the killed and injured, who have families ?

Whose body was first brought to bank ?

Describe the appearance of the bodies.

Where were they taken ?

Any messages of condolence from royalty, public men, or others ?

Total number of bodies recovered up to going to press (for daily), and number still missing ?

SECOND DAY.

Further search for the bodies, giving names of exploring parties, and the results.

Who directed operations ?

Inspector's visit.

State of the rescued ?

State of pit ?

Arrangements for relief of survivors and distressed families ?

Visit hospital, and describe it.

Who attends the sick ?

Describe the most critical cases.

When are the funerals ?

Incidents—such as narrow escapes, etc.

Complete list of killed ?

Scenes outside the pit ?

When and where will the inquest be held, and who will be the coroner ?

Theories respecting the explosion ?

Repairs of workings ?

THIRD DAY.

Funerals ? Repairs of the pit ? Further search ?
Distribution of relief ? Particulars of subscrip-

tions? State of the injured? Any more deaths? Was the pit sealed up? Any public meetings? What have owners of pit done towards the relief?

Pit; colliery; mine; heading; stall workings; working place; seam; level; shaft; borings; drift; bottom drift; up-cast shaft; down-cast shaft; chair; gearing; cage; water winch; cage-rope; winding gear; coal measures; output; day-shift; night-shift; mine; mineral; trams; waggons; tram-roads; lamps; naked lights; safety lamp; blasting; bituminous coal (the most inflammable); anthracite coal; house and steam coal; burnt; scorched; scalded; cauterised flesh; flesh literally burnt off the bones.

Few practical instructions can be given beyond those suggested above. The officials at the colliery on the day of the accident are generally very reticent, and the particulars have to be gathered chiefly from extraneous sources. An old man who has worked in the pit may be found, who will give interesting information respecting the colliery, and any previous explosions there. A policeman who has been long in the district may add to such information; but it is always desirable to interview some of the workmen who escaped, or happened not to have been in the shift at work when the catastrophe occurred. The earlier the most intelligent of these is found out (and his company retained throughout the day), the better. The engine-man and others should be questioned as soon as possible about the accident so as to get the fullest information from them before they are put on their guard by the manager.

COLLISIONS.—Ascertain precise time and place when collision occurred. See vehicles if possible. Describe them. Get particulars from policeman who reported the incident. Interview eye-witnesses if possible. Cause of accident? Names of drivers? Any persons injured? Who attended to their injuries? Result of medical examination? State of thoroughfare at time of accident?

FIRE.—Ascertain at police station nature and extent of fire. What building is on fire? Name of occupier and owner? Who discovered the fire first, and at what time? At what time was the alarm given to the brigade, and by what time did they reach the scene of the fire? Was it a steam fire engine? What stage had the fire reached when the brigade arrived? Who was in command of the brigade? Was there a plentiful supply of water? Many spectators present, and did they render any assistance? How many inmates were there? Did all escape? Any injured? Any part of the furniture or contents saved, and how? Any valuable papers, plate, jewelry, etc., burnt? If a factory, get particulars of the most valuable plant, machinery, or stock, destroyed? Any books or papers saved? Cause of the fire?

What amount of damage done? Is the building insured, and in what office? For what amount? Is it an old or new building? Is it of stone or brick? In what part of the building did the fire originate? If in a town, what premises did it join? How soon was the fire got under? Had there been a fire on the premises before? If a private residence, interview members of the family,

or servants, as to contents of principal rooms. If a fire at a factory, ascertain whether the workmen have lost their tools. To what part of the building did the brigade mainly devote their efforts? Copy report entered by the captain in his book kept for the purpose, after the fire.

RAILWAY ACCIDENTS.

Where and when did the accident happen?

If a collision, what was its nature? What were the two trains which collided—passenger and luggage, or both passenger trains?

Times when they left previous stations, and at what time were they respectively due at the next stations?

Any damage to permanent way, platforms, etc.?

Cause of the disaster.

Description of the scene of the accident.

Number of coaches composing the wrecked train?

How many injured, and how many killed?

Describe injuries.

Get list of casualties as quickly as possible.

Next get statement from eye-witnesses, or passengers in the train.

Where are the injured taken?

Where are the bodies of the killed placed?

Who are the medical men present?

Any escaped uninjured?

What became of the engine-driver, fireman, and guard?

What part of the train suffered most?

Leading officials present?

Who was the first to render assistance ?

How many passengers were in the train ?

From and to where were most of them booked ?

Any accidents on this line before ?

NOTE.—In a railway accident the reporter should make himself known to the injured passengers able to converse with him, but not to the officials. A policeman on the spot will often give information, if spoken to at an opportune moment. If one of the porters, or better still a pointsman, can be questioned, without his superiors knowing, he will give the best information. A railway time-table will prove an assistance in compiling the report.

SHIPWRECKS.

Get names of both vessels, and state how laden.

From which port was each laden, and where bound ?

Names of captains.

Sizes of vessels.

Exact spot where collision took place.

What part of vessel was struck ?

State whether vessels were outward or homeward bound.

From what quarter was the wind blowing ?

Names of owners.

What has become of the vessels ?

How did collision occur ?

Describe effects of it fully.

What watch was on deck ?

What was the first thing done on the vessel when the collision became imminent ?

Was there a high sea on ?

Was there any signalling on either side ?

Was it foggy ?

In what part was the disabled ship struck ?

Was the part of the vessel struck stove in ?

Did the sunken vessel begin to fill with water at once ?

How long was it after the collision that she settled down and sank ?

If a steamer, describe the effect of the collision on the boilers, etc.

Number of crew on each vessel.

Number and names of lives lost.

Any passengers on board either vessel ? How many ?

State age of vessels, and how classed at Lloyd's, etc.

STORMS.—For list of the greatest storms see "Haydn's Dictionary of Dates."

Fresh breeze ; squall ; high wind ; gale ; storm ; hurricane ; whirlwind : tornado ; blowing hard ; an ugly night ; a fearful, or terrible night ; strong puffs of wind ; gusty.

Trough of the sea ; ground swell ; sloppy sea ; lumpy sea ; a boiling sea ; vessels beating up against the wind, or in the gale ; pitching and floating ; rushes of the vessel ; waves mountain high ; billows ; causing frightful havoc ; chopping waters ; fierce roar of the sea ; surges ; spray ; surf ; breakers ; foaming billows ; splashing of the waters ; tempest ; roaring deep ; the blast ; violence of the storm ; boisterous weather ; terrible

war of the elements ; vessel capsized ; rolled heavily, the wind and sea continually bearing her down to her gunwales ; swamped ; grounded ; stranded ; foundered ; went down ; lurched ; came to pieces ; heeled over ; listed to the port side and went over ; howling of the storm ; waterlogged ; tottering ; cargo shifting ; cut to the water's edge ; settling down.

The sea ; ocean ; the deep ; channel ; the main ; open sea ; gut ; brine ; tide wave ; bottom of the sea ; " Davy Jones " ; Neptune.

Headland ; rock ; promontory ; crag ; shore ; strand ; shingle ; beach ; breakers ; submerged rocks ; shoals ; shallows.

Vessel ; ship ; lugger ; schooner ; brig ; brigantine ; barque ; cutter ; steamer ; yawl ; smack ; frigate ; pilot-boat, etc. ; small craft ; boats ; shipping ; lifeboat ; coastguardsmen.

Peril ; danger ; fatality ; accident ; hawser parted ; flag of distress ; distress signals ; in jeopardy ; risky ; brink of ruin ; alarming position.

Help ; assistance : succour ; relief.

STRIKES AND LOCK-OUTS.

Name of the works affected, and name of the district.

Names of owners and managers.

Number of men thrown out of work by the strike.

When was there a strike at the place before, and on what account ?

Names of the men's agents.

Cause of present strike.

What terms are the men willing to accept?

What terms have the masters offered?

Have there been any overtures made to the masters, and if so, what has been their answer?

Who is the men's chief representative in the matter?—see him.

Full particulars of the dispute.

What are the men's present wages?

Do they work full time?

How much per week would the reduction amount to?

Compare the rate of wages in the place with those paid at similar works elsewhere.

Do the masters belong to the association?

Do the men belong to the union?

What has already been decided on by the men?

Is there a proportion of the men willing to return to work?

Is the strike likely to last long?

Do the men get any relief?

In the last strike at the place, which side submitted?

Names of the deputation appointed to wait on the masters.

PRESS ABBREVIATIONS.

Written.	Printed.	Written.	Printed.
/	the	omit	example—
t	that	"day" in days of week.	"Mon"
f	for		Monday
o	of	ab ^t	about
h	have	acc ^t	account
y	you	aft ⁿ	afternoon
w	with	ag ⁿ	again
		ag st	against
r (above the line.)	termination "ever" as how ^r , which ^r , when ^r , wher ^r	am ^g	among
		am ^t	amount
g (above end of verb.)	"ing" as com ^g , lead ^g	bec	because
		b ⁿ	been
n (above the line.)	termination "tion," "sion," or "ion"	btwn	between
		c ^d	could
ce (above the line.)	termination "ance," "ence"	ch ⁿ	chairman
		cir ^{ce}	circumstance
m ^t	termination "ment"	com ^e	committee
		dif ^{ce}	difference
		dif ^t	different
		dif ^{clt}	difficult
		dif ^{clty}	difficulty
		Eng	England English

Written.	Printed.	Written.	Printed.
xtr ^y	extraordinary	opp ^y	opportunity
ev ^g	evening	o ^r	other
ev ^y	every	o ^t	ought, <small>alone or as termination, as</small>
fm	from		brot, brought, thot, thought, etc.
fu ^r	further		
gen ^l	general	part ^r	particular
gov ^t	government	q ⁿ	question
g ^d	good	s ^d	said
g ^t	great	sev ^l	several
h ^d	had	sh	shall
imp ^{ce}	importance	sh ^d	should
imp ^t	important	th ^r	their, there
lge	large	tho	though
mt ^g	meeting	thro	through
m ^t	night	tog ^r	together
m ^g	morning	v ^y	very
nevless	nevertheless	wh ^r	whether
notw ^g	notwithstanding	w ^h	which
obj ⁿ	objection	w ^t	without
occ ⁿ	occasion	w ^d	would
o'clock	o'clock	yest ^y	yesterday
op ⁿ	opinion	y ^r	your

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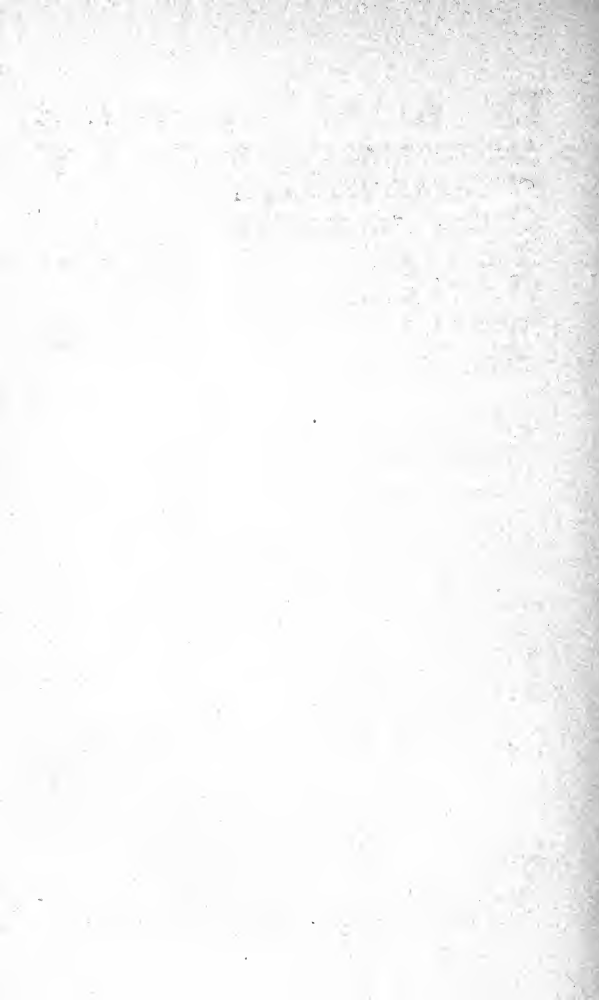
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